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To: All Current and Prospective Tenants and Roommates

Date: August 10, 2011

Subj: New Tenants, Occupants, Roommate Policy

Definitions: "Tenant", named person(s) on CAR Form LR page 1 top.
"Occupant", named person(s) on CAR Form LR item 1.B.
"Landlord", owner or manager of premises

Scenario 1: New occupant wants to move into unit – Tenant shall not allow any new Occupant to move into the property without written Landlord approval. Proposed Occupant will be required to submit an application and, if over 18 years old, a \$15 fee for a criminal background check. If Landlord approves Occupant, a separate written agreement (CAR Form ADM) must be signed with Landlord and Tenant.

Scenario 2: One (or more) Tenant wants to move out, one (or more) Tenant remains – Tenant shall not be removed from the obligations under their written Lease Agreement without written Landlord approval. If Landlord approves the removal of one Tenant, a separate written agreement (CAR Form ADM) must be signed with Landlord and Tenant. If any Security Deposit(s) are held from departing Tenant, the remaining Tenant will be required to submit the balance of the departing Tenant Security Deposit. *IMPORTANT: Security Deposit deductions, if any, will be calculated after the last Tenant move out. Even if prior Tenant caused damage, last Tenant will pay.*

Scenario 3: One (or more) Tenant wants to move out, one (or more) new Tenant comes in – Tenant shall not be removed from the obligations under their written Lease Agreement without written Landlord approval. No Tenant is allowed to move into the property without written Landlord approval. Proposed Tenant will be required to submit an application and \$30 fee for a credit and criminal background check. If Landlord approves Occupant, a separate written agreement (CAR Form ADM) must be signed with Landlord and all Tenants. If any Security Deposit(s) are held from departing Tenant, the new Tenant will be required to submit the balance of the departing Tenant Security Deposit. *IMPORTANT: Security Deposit deductions, if any, will be calculated after the last Tenant move out. Even if prior Tenant caused damage, last Tenant will pay.*