

Petition for Lease Substitution or Removal

Date: _____

North Berkeley Properties
Leasing Department
2115 Shattuck Avenue
Berkeley, CA 94704

Petition for Substitution or Lease Removal

Dear North Berkeley Properties:

I/We the tenant(s):

*(List All Names of Tenants that are planning on **MOVING OUT**)*

Of your property located at:

(Street Address of Property & Unit Number, if applicable)

I/We are requesting to be substituted or removed from the lease agreement. The requested end date of my/our occupancy is:

Effective Change in Occupancy Date

I/We will have the following applicant(s) applying for the apartment as a substitute Tenant(s).

NOTE: If you are still searching for a replacement OR this this is a removal / reduction in occupancy please specify.

*(List All Names of Tenants that are planning on **MOVING IN**)*

I/We the tenant(s) of your property understand that the full deposit will remain on file with North Berkeley Properties. I/We will arrange compensation for our share of the deposit with the replacement or remaining tenant(s). I/We waive any and all claims to said deposits.

It will be my/our responsibility to remove ALL belongings from the property, including storage lockers and garage spaces or to arrange an alternate method with the remaining tenants and new sub-tenants.

I/We understand that the submittal of this petition form is for administrative purposes and no lease or occupancy change has been approved and/or finalized by North Berkeley Properties. A separate DocuSign agreement will be sent out later.

Signature of Tenant #1 MOVING OUT

Signature of Tenant #2 MOVING OUT

Signature of Tenant #3 MOVING OUT

Signature of Tenant #4 MOVING OUT