



PO BOX 1010
Tucker, Georgia 30085
Office: 770-557-1966
E-Fax: 1-928-438-9879
Roommate Release Request: manage@scorepropertymanagement.com
General Information: info@scorepropertymanagement.com

ROOMMATE RELEASE REQUEST

Roommate Requesting Release: _____

Requested Release Date: _____

Rental Address: _____, Georgia _____

Roommates Remaining: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

Reason for Request: _____

Lease Start Date: _____ Lease End Date: _____

By signing below I _____ agree to and understand that should I be released from lease for _____ Property I shall not be refunded by Score Real Estate & Property Management or Emory University for any portion of rents, applications or any other fee including Security Deposits or any other amounts due or paid as of the release date. I also understand and agree that I shall pay a \$75.00 Non-Refundable Administration Release fee made payable to: Score Real Estate & Property Management to cover the administration cost of release and processing a new lease for the remaining Lease holders. I understand that this fee shall be due and payable prior to the release being granted and must be paid by certified funds and or Postal Money Order ONLY. I understand and agree that this is not a guarantee of release from liability for the remaining lease term and must meet the early release requirements to be granted a release. I agree and understand that I must have a written release approval from Score Property Management & Real Estate on behalf of Emory to be fully released from said lease. I also understand that I am not authorized to promise or transfer any portion of this lease to any "new" or "old" occupant, tenant, roommate or any other party. Only Score Real Estate & Property Management is authorized to lease any portion of Emory University property or assign authorization. I also agree to and understand as stated in my lease subletting is not allowed and constitutes a default of lease terms. I agree that should I be owed any portion of the Security Deposits that I must make arrangements with the remaining Lease Holders to obtain any portion owed at the end of the lease termination date. Security Deposits are refunded within 30 days of lease end date. Please see security deposit information in the Tenant Handbook for Security Deposit Procedures. This notice with my original signature must be mailed to: PO BOX 1010 TUCKER, GA 30085 C/O Release with administration release fee in order to be processed. I further agree and understand that it will be processed no later than 10 Business Days from receipt by SRE.

Signature

Date