

CHANGE OF NAME PROCESS

Current Tenant Responsibilities

- Complete and re-submit application.
- Re-submit photo copy of identification.

**We will not run another credit report or need another application fee.

Current Tenant Guarantor - (If applicable)

- Complete and re-submit guarantor application (front & back)
- Re-submit photo copy of identification

**If you have the same guarantor we will not need to run another credit report.

**If you have a different guarantor there is will be a \$40.00 application fee (Credit report will be obtained).

New Tenant Responsibilities

- Complete and submit application
- \$40.00 application fee
- Photo copy of identification

New Tenant Guarantor - (If applicable)

- Complete and submit guarantor application (front & back)
- Photo copy of identification

**If a guarantor is needed / required we will review the application and run the credit on the guarantor. There is a \$40.00 application fee required.

Tenant Leaving – Responsibilities

- Complete the “Transfer of Security Deposit” form

The original security deposit will remain with the lease. The tenant going onto the new lease will reimburse the tenant going off of the lease.

Please note; Kelly Realty will **NOT perform any move out inspections.