

LEASE ASSIGNMENT FORM



MERIDIAN GROUP Real Estate Management Inc.
5290 Overpass Road, Building D • Santa Barbara, CA 93111
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ADDRESS: _____ **DATE:** _____

TERMINATING LESSEE: _____ **NEW LESSEE:** _____

CURRENT KEY PERSON: _____ **NEW KEY PERSON:** _____

EFFECTIVE DATE: _____ **PRESENT LEASE DATED:** _____ **CURRENT LEASE END DATE:** _____

REMAINING LESSEES: _____

ACKNOWLEDGEMENT AND APPROVAL OF NEW LESSEE, KEY PERSON ASSIGNMENT, ACCOUNT LEDGER, SECURITY DEPOSITS AND CONDITION OF UNIT

Per the terms of the Lease Agreement, Terminating Lessee agrees to pay a Lease Assignment Fee of \$250.

New and Remaining Lessee(s) agree to accept the unit in its present condition and assume responsibility for expenses incurred for cleaning or damage per the lease agreement.

Security Deposit / Prepaid Rents: All transfer of funds shall be done between the New and Terminating lessees. Any additional refund will be processed within 21 days of the Terminating Lessee's vacate date.

It is the Terminating Lessee's responsibility to see that all funds and signed documents are delivered to Lessor.

All parties must sign below to give consent and approval of the changes stated in this form.

Print Name of TERMINATING Lessee	Signature of TERMINATING Lessee	Date
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TERMINATING LESSEE's Forwarding Address	City & State	Phone Number

Print Name of NEW Lessee	Signature of NEW Lessee	Date
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Signature of REMAINING Lessee	Date	Signature of REMAINING Lessee	Date
Signature of REMAINING Lessee	Date	Signature of REMAINING Lessee	Date
Signature of REMAINING Lessee	Date	Signature of REMAINING Lessee	Date
Signature of REMAINING Lessee	Date	Signature of REMAINING Lessee	Date

WORKSHEET: DESCRIPTION OF CHARGE	CHARGES & FEES:	
	TERMINATING LESSEE	NEW LESSEE
Security Deposit:		
Less Funds for Cleaning or Damages:		
Prepaid, First and/or Last Month's Rent:		
Dates covered:		
Dates covered:		
Prorated / Current Month's Rent:		
# of Days: \$ per day		
Total Due:		

FOR OFFICE USE ONLY:	Processed by: _____	Date: _____ / _____ / _____
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