

# Lease Assignment

We get it, sometimes life happens, and plans change. The problem is that you signed a lease for your place and that is a binding contract between you and the landlord. You, just like the Landlord, are obligated to the terms of that contract until it ends. This is a protection for both parties, because no one can change the agreed to terms until it expires. Good news! We have an option for you to find a replacement to take over your lease.

## Here is how the process works:

**STEP 1:** Advertise your home. You are responsible for finding your own replacement(s).

**STEP 2:** Complete the Request for a Lease Assignment form.

**STEP 3:** Have your replacement(s) apply with us.

**STEP 4:** Pay the \$300 assignment fee. This fee must come from the current tenants looking to move, not the applicants (good for up to 4 applications. \$50/application after that). *This is separate from the application screening fee that the applicant(s) will be required to pay when applying.*

**STEP 5:** Candlewood takes over and does all the following on your behalf only after the fee is paid and request is completed:

- Collect applications and supporting documents.
- Screens your replacement(s) to assure they qualify. (This is a fair housing requirement)
- Create and sign the assignment of lease paperwork.

**STEP 6:** Make sure all parties (new and vacating tenants) agree about the condition and cleanliness of the home as Candlewood and Pinnacle will not be doing any maintenance or cleaning.

**Important:** You must continue to pay rent & utilities until the assignment of lease has commenced. If applicable, snow removal and/or lawn care would remain the tenant's responsibility.

*Please review the entire lease assignment request form for all information.*

### SCREENING CRITERIA MAY INCLUDE

- \*Good Rental History (Past 5 Years)
- \*Criminal Screening (Past 5 Years)
- \*No Evictions (Past 5 Years)
- \*No Sex Offenders
- \*Combined Monthly Income Equal To 3 Times the Rent Amount
- \*Equifax Vantagescore 4.0 Credit Score of 650 or Greater  
(575-649 may be approved with a guarantor or additional deposit)

## Tips to be successful:

**Advertise:** Some places you can advertise would be through Facebook pages and Craigslist (be aware of scammers). Place a for rent sign in the front yard.

Spread the word to friends/family to contact you if they know of someone interested in your place.

**First Impressions:** Keep your place clean, orderly, and smelling fresh when showing your home. This can be vital to finding a replacement.

**Have information available:** Give potential applicants the opportunity to review the full lease before they apply so they understand the terms.

**Criteria:** Inform potential applicants of our criteria and prescreen them before encouraging them to apply. This will save time when processing applicants that may not qualify.

**Candlewood**  
**Property Management, LLC**

Updated 02/18/2026



# LEASE ASSIGNMENT REQUEST FORM

This is my official written notice that I/we are requesting that our interest in the lease agreement be assigned to another party. The details of this are as follows:

**PROPERTY ADDRESS:** \_\_\_\_\_

**TENANT(S) VACATING:** \_\_\_\_\_

**REPLACEMENT TENANT(S):** \_\_\_\_\_

**DATE THE ASSIGNMENT TAKES EFFECT:** \_\_\_\_\_

**FORWARDING ADDRESSES:** Please provide your full forwarding address

Tenant 1: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant 2: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant 3: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant 4: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant 5: \_\_\_\_\_ Address: \_\_\_\_\_

Tenant 6: \_\_\_\_\_ Address: \_\_\_\_\_

**ACKNOWLEDGEMENTS** As part of this request, I understand and agree to the following details:

## 1. Lease Assignment Request & Approval

- This is a request for a lease assignment, and approval is not guaranteed.
- Before applications are processed:
  - The Lease Assignment Request Form must be completed with the names of prospects applying.
  - The \$300 lease assignment fee must be paid by the current tenant(s), not the applicants.
  - This fee covers up to 4 applications; additional applications are \$50 each.
  - This fee is separate from the screening fee paid by the applicant(s).
- Replacement tenants must still apply, be screened, and be approved before the lease assignment is finalized.
- If the applicants are approved, all parties will be notified, and the lease assignment paperwork must be signed electronically by all parties before the lease assignment can officially start.

## 2. Move-Out Responsibilities & Property Condition

- Before moving out, the current tenant(s) must repair and pay for all damages.
- Both parties (current and replacement tenants) must agree on the home's condition before the lease assignment takes effect.
  - Typically, this means the current tenant(s) will fully clean and complete any necessary repairs.
- Candlewood **will not** conduct inspections, cleaning, painting, or repairs between tenants.
  - However, you can request maintenance services, but you will be billed for any damage-related repairs.
- Once the new tenant's lease starts, you no longer have any obligations to the lease (unless damage is reported).
- Candlewood is authorized to share your contact information with the new tenant(s) to help with communication.

### 3. Security Deposit & Damage Reporting

- The new tenant(s) will pay a new security deposit to Candlewood.
  - They have 7 days to report any damages after the lease assignment commences.
    - Any reported damage will be deducted from the original tenant's deposit.
  - If no damage is reported, the original security deposit will be returned to the forwarding address provided by the vacating tenant(s).
  - New tenants will receive:
    - A copy of the move out checklist before signing.
    - A copy of the original Check-In Sheet (if submitted by the previous tenant).
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### 4. Unpaid Rent & Outstanding Balances

- All unpaid rent or outstanding balances must be paid in full before approval.
  - If you are unable to pay immediately, a payment arrangement must be in place, or the request will be denied.
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### 5. Disputes & Agreement Between Tenants

#### Important: Read Carefully!

- Before signing the final Lease Assignment Form, all tenants should walk through the property together to check for damage.
  - If damage needs to be repaired, both parties should document and sign an agreement stating:
    - What repairs need to be done.
    - Who is responsible for completing them.
    - Who will pay for the repairs.
    - Pinnacle Repair & Remodeling can assist with repairs (billed to the account).
  - All disputes should be settled in writing before the lease assignment takes effect.
  - Candlewood **will not** be involved in any disputes over deposits or cleanliness. We will assess any damage that is reported from the new tenants within the first 7 days.
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### 6. Acceptance & Agreement

By signing this request, all parties acknowledge and agree to the following:

- The \$300 lease assignment fee is the responsibility of the current tenant(s), not the applicants.
- No applications will be processed until the fee is paid and the request form is complete.
- Candlewood will not complete a standard turnover (cleaning, repairs, painting).
- The current and replacement tenants are responsible for discussing and handling any repairs or cleaning.
- The new tenant(s) will pay a security deposit, and the original one remains until the 7-day damage assessment period is over.
- Any reported damages will be deducted from the original tenant's deposit, and disputes must be handled between the tenants.

TENANT: \_\_\_\_\_

DATE: \_\_\_\_\_

CANDLEWOOD: \_\_\_\_\_

DATE: \_\_\_\_\_