



730 N. Jefferson Street
Jackson, MS 39202
Phone: 601.948.3460
BelhavenResidential.com

Date: _____

Full name: _____

Address: _____

Request to Release a Lessee

A lease contract for your unit was granted to the lessees based on the rental applications submitted and information that was true at the time the lease was provided. Should lessee(s) wish to be removed from the contract, the following items must be addressed:

- An Admin Fee of \$100 is necessary to process this request, in addition to the following tasks executed. You will be charged this Admin Fee when you are ready for us to process this request and payment is due immediately. No work on your request will be executed until you have been charged and have paid the Admin Fee.
- A request in writing with date and address must be provided to management and signed by all lessees, including the one who wants to be removed. Individual emails by lessees may be sent to Manager@BelhavenResidential.com. If the form on our website is submitted as a hard copy (versus digital or by email), a lessee is encouraged to get a counter-signed version from management or an email confirmation from management that acknowledges receipt. The request will not be fully considered by management until **ALL** lessees have provided a request in writing.
- If an existing lessee wishes to remain on the contract solely, that lessee must submit recent proof of income to verify that the income meets our leasing criteria.
- If a new lessee is being considered for the new lease contract, the prospect must submit a rental application and pay the \$50 application fee so that management can qualify the prospect.
- When management has all data necessary to consider the request, management will determine whether to produce a new lease under the new lessee(s) name(s). If the proposed new lessee(s) qualify for a lease contract, a new lease contract will be created and published.



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- When the new lease is signed by all persons on the contract, the old lease will be considered invalid and obsolete. The original lease will remain the legal binding contract until the new lease is executed by all parties, including management.

If you are ready to execute this request, please provide us the following information:

Date of this request: _____

Your Address: _____

A description of the changes you wish to execute:

All current Lessees on the current contract must sign this request:

Lessee 1: _____

Lessee 2: _____

Lessee 3: _____

Lessee 4: _____