Add / Drop Process Guide

The process begins with one of the following to steps:
1) Approved application for prospective adding applicant(s) or
2) Signed Add / Drop Consent Form if only a 'drop' is being performed.

Potential/adding roommates MAY NOT move into the unit prior to being approved and the entire Add / Drop process being completed in full. Failure to comply may result in a violation of the rental agreement.

Tenants are responsible for all costs associated for Plum PM to facilitate the Add / Drop Process. Plum documents actual time spent assisting tenants through the process and the actual costs/damages are billed back to the tenant account at the end of the process, and due with the following months rent. Plum's billable rate is $45.00/hour.

Step 1: Choose your prospective roommate and have them submit a rental application.
It's important to be mindful of who you consider as your future roommate. You are jointly responsible for all terms of the rental agreement (rent, utilities, property damages, etc.). If the rent is not paid in full you are responsible for it even if you've already paid your share. If your roommate destroys the property and refuses to pay, you are equally responsible. If any applicant does not meet Plum's application screening requirements, they will be denied and will not be allowed to proceed with the Add / Drop process.

Step 2: Once an applicant(s) has been approved by Plum, the formal Add / Drop process will begin. *This is when Plum will begin tracking time spent facilitating the Add / Drop process.*
Once an application(s) has been approved, Plum will notify all parties by email (adding, dropping and remaining) and will outline the steps needing to be completed as part of the process. The following steps are for a full Add / Drop process, some of which may not apply to only an 'add' or 'drop':

- Confirmation of a zero balance on the tenant ledger – the process will NOT begin until the tenant account is a zero balance
- Signing of the Add / Drop Consent Form (done digitally through DocuSign)
- Move in Condition report being provided to the adding tenant(s)
- Property inspection to be completed by Plum – if there are damages to the property, they will have to be repaired by a professional, prior to Plum proceeding with the next steps of the process *(cleaning concerns are to be discussed and resolved between the adding, dropping and remaining tenants)*
- Carpet Cleaning requirement – if the carpets do not pass inspection by Plum, Plum reserves the right to require carpet cleaning (to address stains, dirt, damages) prior to proceeding with the process
- Proof of 3rd party Renter's Insurance by the adding tenant(s) and updated insurance by tenant(s) staying at the property
- Confirmation that utilities are in the adding tenant(s) name or are in the remaining tenant(s) name

Step 3: Agreeing to the terms of the Rental Agreement.
If the Add / Drop process is happening within 60 days of the lease expiration, a NEW rental agreement will be prepared. If the process is happing mid-lease, the adding tenants are agreeing to the terms as outlined in the

current tenant(s) rental agreement. The adding tenant(s) should request a copy of the current rental agreement prior to starting the Add / Drop process.

Frequently Asked Questions:
- Q – From the departing tenant – When do I get my deposit back from Plum? A – The property deposit remains with Plum until a full move out is completed. Therefore, the adding and dropping tenant(s) need to arrange the deposit exchange among themselves.
- Q – From the adding tenant – How do I get keys to the property? A – The dropping tenant(s) need to transfer their keys to the adding tenant.