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## REQUEST FOR TENANCY AMENDMENT

### SECTION 1 - To be completed by tenant(s) vacating:

TODAY'S DATE: \_\_\_\_\_

TENANT'S NAME(S): \_\_\_\_\_

RENTAL ADDRESS: \_\_\_\_\_

#### **SECURITY DEPOSIT MUST STAY WITH THE UNIT.**

YOU MUST GIVE ONE CLEAR MONTH'S NOTICE (FROM THE 1<sup>ST</sup> DAY OF ANY MONTH TO THE LAST DAY OF THE SAME MONTH).

Please accept this as my notice to be vacating the rental and to be removed from rental agreement as of (date) \_\_\_\_\_, 20\_\_\_\_ (date vacating unit) I hold no claim to the security deposit.

ARE YOU ON PRE-AUTHORIZED PAYMENT (PAP) FOR RENT? YES or NO (circle one)

IF YES, please stop my PAP for effective \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of tenant #1

\_\_\_\_\_  
Signature of tenant #2

### SECTION 2 - To be completed by tenant(s) requesting to stay:

The tenant(s) requesting to stay with the rental unit accepts the condition of the unit and the responsibility for any damage. Your Property Manager will review your request to stay and let you know once a decision has been made.

Enter the \$ amount your rent will be adjusted to (if you are on PAP) effective the date above.

\_\_\_\_\_  
Print name of tenant #1

\_\_\_\_\_  
Signature

\_\_\_\_\_  
New PAP amount

\_\_\_\_\_  
Print name of tenant #2

\_\_\_\_\_  
Signature

\_\_\_\_\_  
New PAP amount

\_\_\_\_\_  
Print name of tenant #3

\_\_\_\_\_  
Signature

\_\_\_\_\_  
New PAP amount

### SECTION 3 - To be completed by Property Manager:

Date completed request received: \_\_\_\_\_

Is a new rental agreement required? Yes or No (circle one)

Requesting tenants are approved? Yes or No (circle one)

Property Manager's signature \_\_\_\_\_

Date tenants are contacted: \_\_\_\_\_