

Before adding a roommate to a CPM residential rental arrangement, the following guidelines need to be followed:

- All roommates must qualify for tenancy under the screening criteria for CPM Real Estate Services, Inc.
- The number of roommates in a unit shall never exceed more than the maximum occupancy for the property
- Every person living in the house over the age of majority must be listed as a tenant on the rental agreement
- Each person is 100% responsible for all actions at the property, including damage and abuse.
- CPM Real Estate Services, Inc will **not** become involved in roommate disputes or any other social situations. If a situation arises that cannot be dealt with between the tenants, CPM Real Estate Services, Inc. may elect to evict the entire group of tenants.
- Complaints of noise will not be tolerated. If a second complaint is recorded against the house, the tenants may be given a notice to vacate.
- A roommate may give notice to CPM Real Estate Services, Inc. of their intent to move with a 30-Day notice in writing.
- After a roommate has departed the property, CPM Real Estate Services, Inc. will, AT THE VACANT TENANT'S REQUEST, conduct a walkthrough of the property and assess any damage. There is a \$50 walk through fee that will be charged to the person moving out. CPM Real Estate Services, Inc. will not take any position on who did any damage noted. Once any noted damage has been repaired and paid for, the tenant who vacated the property shall have their name removed from the rental agreement, along with any co-signer(s) for that tenant, and shall no longer have any responsibility for any part of the property or the rental agreement. CPM REAL ESTATE SERVICES, INC. WILL NOT REFUND ANY PORTION OF THE HOUSE SECURITY DEPOSIT TO ANY TENANT. The deposit remains with the property and the remaining roommates account.
- A new roommate may be added to the rental agreement at anytime, provided they have qualified and paid the appropriate fees:
  - \$40.00 Application fee per applicant
  - \$200.00 Additional security deposit to the house