

LEASE ASSIGNMENT REQUEST FORM

TO: ITHACA RENTING COMPANY

119 Dryden Road, Ithaca, NY 14850

607-272-3000 E-mail: [Collegetown@ithacarenting.com](mailto:Collegetown@ithacarenting.com)

For the Lease at:

ADDRESS \_\_\_\_\_

APT # \_\_\_\_\_ ROOM # \_\_\_\_\_ Ithaca, NY 14850

Original Tenant Name: \_\_\_\_\_

New Tenant Name: \_\_\_\_\_

Permanent Home Address:

Permanent Home Address:

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_@cornell.edu

E-mail: \_\_\_\_\_@cornell.edu

**RULES FOR LEASE ASSIGNMENT**

1. Please contact Ithaca Renting Company to make an appointment to complete the paperwork for a Lease Assignment.
2. This request form, containing the original signatures of the Tenant making the request, the prospective New Tenant, and all of the other Tenants of the apartment, must be completed and delivered to Ithaca Renting Company in person, by mail, or by electronic copy.
3. It is the responsibility of the Tenant making this request to fully complete this form, including securing the written consents of all of the other Tenants of the apartment to the Lease Assignment.
4. No entry into the apartment by the New Tenant earlier than the lease commencement date is allowed. No extension of occupancy by the New Tenant after the lease end date is allowed. These dates are contained in the Lease.
5. If this Lease Assignment is for a Studio or Bedroom, it is for single occupancy only. There are no exceptions. For 2 bedroom or larger apartments: the assignment is for the room named above ONLY. The New Tenant does not have permission to enter or use any bedroom other than the one named above.
6. The New Tenant must be a Cornell student.
7. A Lease Assignment that does not comply with these requirements may be grounds for eviction of the Subtenant or the Tenant.
8. If there is more than one Tenant on the Lease, then the written consents of all the Tenants in the apartment is required. The Landlord is not responsible for obtaining these consents. Note: Tenant should ask Ithaca Renting Company to check the Advance Consent Form for this apartment.

**LEASE ASSIGNMENT**

(Original Tenant under the Lease will be replaced by a New Tenant)

Original Tenant Name: \_\_\_\_\_ assigns his/her interest under the above described Lease to New Tenant Name: \_\_\_\_\_. The New Tenant accepts this assignment. The New Tenant has read the Lease and the Booklet entitled "Ithaca Renting Company: Landlord's Rules for Tenants." If the Landlord approves the Lease Assignment, the New Tenant agrees to be bound by all of the terms and conditions of the Lease as a Tenant.

If the Landlord, in writing, approves the Lease Assignment, the Lease Assignment shall become effective and the Original Tenant shall be released from all obligations under the Lease, and the New Tenant shall be substituted for the Original Tenant.

\_\_\_\_\_  
Original Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Tenant

\_\_\_\_\_  
Date

