

(for office use)
Date Received _____
Initials _____

DROP REQUEST
(\$10.00 service fee per dropping tenant)

(for office use)
Fee Paid _____
Cash/Check/PL

Palouse Properties, Inc. has my (our) permission to drop:

_____ *(Print name of dropping tenant)*

from our lease ending _____ at _____
(Print lease end date) (Print rental address)

The **ending date** of the outgoing tenant's **obligation** is: _____
(Print end date of obligation)

The dropping tenant's deposit equity will **STAY** with the lease. At the end of the lease term, the deposit will be refunded **ONLY** to the tenants remaining on the lease, and who have signed the lease, unless Palouse Properties has received other written instructions signed by all parties. Additionally, any **OUTSTANDING BALANCES** on the account of the dropping tenant(s) will stay with the lease and be the **RESPONSIBILITY** of the remaining tenant(s) on the lease.

Signatures of ongoing tenants:	Signature Date
_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

Signature of exiting tenant:	
_____	Date _____
<i>(Dropping Tenant)</i>	<i>(Signature Date)</i>
_____	Date _____
<i>(Lessor/Owner/Agent)</i>	<i>(Signature Date)</i>