

Date: [Date]

To: [Name of Remaining Roommate(s)]

Property Address: [Full Rental Address]

ROOMMATE FINANCIAL OBLIGATION RELEASE LETTER

This letter serves as a formal agreement regarding the departure of [Outgoing Roommate Name] from the premises located at the address listed above.

As of [Departure Date], [Outgoing Roommate Name] will vacate the property and will no longer be a resident. By signing this document, the remaining roommate(s) and the outgoing roommate agree to the following terms:

1. Rent and Utilities: The Outgoing Roommate is responsible for their portion of rent and utility payments up until [Final Date of Responsibility]. After this date, the Outgoing Roommate is released from all future financial obligations related to the lease agreement, including rent, electricity, water, gas, and internet.

2. Security Deposit: [Select one option]

- The Outgoing Roommate waives their right to the security deposit held by the landlord.
- The Remaining Roommate(s) have paid the Outgoing Roommate the sum of \$[Amount] as a buyout of their share of the security deposit.

3. Property Condition: The Remaining Roommate(s) have inspected the common areas and the Outgoing Roommate's private quarters. They acknowledge that the property is in acceptable condition, and the Outgoing Roommate is not liable for future damages discovered after their departure.

4. Mutual Release: All parties agree to release each other from any and all further claims, demands, or liabilities arising from the shared living arrangement after the effective date of this letter.

Signed by:

[Outgoing Roommate Name]

Date:

[Remaining Roommate Name]

Date:

[Remaining Roommate Name]

Date: