Roommate Change Policy

There is a $25 fee required before we can make adjustments to the residents that are on your lease. Please call 412-802-7500 or email Michael Harrell at ohleasing@cjmanagement.com to begin the process and have the Roommate Change DocuSign Forms prepared for signatures. Please indicate the target move -in date for incoming residents to allow enough time for the process to be completed.

In order for a person to be added to a lease, he/she must go through the application process like a standard applicant. The incoming resident must make three times the amount of monthly total rent per month to qualify on their own without a guarantor. The following documents are required to apply and become added to the lease:

Working Professional

1. Rental application
2. Photo identification
3. Two recent pay stubs as proof
   of income or letter of employment

U.S. Student

1. Rental application
2. Photo identification
3. Guarantor forms
4. Guarantor identification

International Student

1. Rental application
2. Copy of Passport & Visa
3. Guarantor forms
4. Guarantor identification
6. I-20 (if applicable)

*We will not run any background checks until all necessary documents
are submitted and within a seven-day timeframe.*

Any outstanding balance on your account must be paid prior to initializing a Roommate Change. If someone is moving out of the apartment midway it is the responsibility of the remaining resident(s) to give the roommate moving out their portion of the security deposit and/or last month's rent back to them.

The fees must be paid via check or money order payable to 'Oak Hill Apartments.' There is also an option to be charged via your online Resident Portal. Please indicate which payment option you would like to proceed with, so we may charge the account online if applicable. Incoming residents will receive a phone call or email when their application is approved.

** Fees are to be paid by the current leaseholder(s) not the incoming applicants
** Obtaining keys for incoming resident is a responsibility of the current resident