



Request For Change of Lease Occupants

This form must be completed and returned with all processing fees before Crossland Real Estate will consider any requested changes to tenants or occupants.

This is a request to (check one box below):

- Add an Authorized Occupant to the lease. All original Tenants will remain in the property and wish to be joined by a new roommate or family member.
- Add an Authorized Occupant to the lease. One or more original Tenants will be departing and will no longer occupy the dwelling unit.

Return this form with the following items completed. Incomplete requests will not be considered.

- Completed Application For Rental from each prospective new occupant. The application must be complete with no missing information or blanks and include a \$40 application fee.
- All current Tenants read and sign below –ALL TENANTS MUST SIGN.

By signing below, you acknowledge that:

- You have read your Lease Agreement regarding Use and Occupancy.
- You understand that a prospective occupant must qualify the same as you did when you leased the property. If not qualified, the new occupant will be declined and will not be allowed to move in. No exceptions.
- All Deposits remain with the property.
- There is a \$200 non-refundable processing fee for considering any occupancy change, due with this form.
- There will be a rent increase of \$100 per month if a third occupant is being added to your lease.
- A departing Tenant is NOT RELEASED FROM FINANCIAL OBLIGATION until the completion of the original lease term or renewal period.

Name: _____ Staying Leaving Joining
Signature: _____ Date: _____
Phone: _____ Email: _____

Name: _____ Staying Leaving Joining
Signature: _____ Date: _____
Phone: _____ Email: _____

Name: _____ Staying Leaving Joining
Signature: _____ Date: _____
Phone: _____ Email: _____

Fees Enclosed: \$_____ (\$200 + \$40 for each new occupant applying)

Mail this form, application and all fees payable to Crossland Real Estate, or drop at our office. Processing will take 1-3 business days. Please include a separate sheet with any additional information.