

**Notice to  
Add a Tenant**

**Please be advised that the undersigned(s) intend to ADD a tenant from the rental agreement at:**

Address \_\_\_\_\_

City - State \_\_\_\_\_ Zip \_\_\_\_\_

**APPLICANT TO BE ADDED** (An application must be filled out and provided to our office)

Tenant's Name \_\_\_\_\_

Tenant's signature \_\_\_\_\_ Date \_\_\_\_\_

**Current tenants/co-signer(s)** (all people on rental agreement must sign)

Tenant's Name \_\_\_\_\_

Tenant's signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant's Name \_\_\_\_\_

Tenant's signature \_\_\_\_\_ Date \_\_\_\_\_

Co-signer's Name \_\_\_\_\_

Co-signer's signature \_\_\_\_\_ Date \_\_\_\_\_

Please be advised that this form is only intended to add a person to the rental agreement and does not guarantee the applicant will be added. Adding a tenant to the rental agreement is subject to our approval. Tenant is not permitted to move into the apartment until approved by our office.

**Management hereby acknowledges receipt of this notice on:**