



Leaseholder Update Form

Dear Tenant,

Please complete this form in its entirety when requesting to add or remove a responsible Leaseholder on your lease.

NEW LEASEHOLDER PROCESSING PROCEDURES:

- ◆ *Lease MUST be up for renewal, and rental account must be current*
- ◆ *Tenants seeking to be removed from the lease agreement must submit a notarized letter stating he/she no longer resides in the apartment, and also state that you are forfeiting your security deposit refund (if the security deposit is in your name) to the new leaseholder*
- ◆ *Application for Residency must be completed by each new leaseholder (application fees may apply)*
- ◆ *A new lease will need to be signed*
- ◆ *Upon credit and background check approval, the new leaseholder(s) can be added to the lease provided that occupancy guidelines are not exceeded*

ADDITIONAL INFORMATION:

- ◆ *Single leaseholders cannot transfer their lease to someone else*
- ◆ *This form must be completed in its entirety and submitted with all of the required documentation within 30 days advance notice of lease renewal*
- ◆ *This form must be signed by all of the original Leaseholders responsible for lease payments*
- ◆ *Failure to meet all requirements will result in no changes to the current lease*
- ◆ *Mail complete packet to:*
Middlesex Management
Attn: Leasing Department / Leaseholder Update
P.O. Box 457
Woodbridge, NJ 07095

Date: _____ Tenant Name(s): _____

Account #: _____ Apartment Address: _____

Home Telephone #: _____ Property Name: _____

Please complete Table A if you are removing a Leaseholder from a lease and Table B if you are adding a Leaseholder to your lease.

Table A	
Leaseholder to be Removed from Lease	
Existing Tenant's Name	

Table B	
Leaseholder to be added to the Lease	
New Tenant's Name	

By signing below, I (we) authorize the Landlord to make the above requested changes to the Lease. In addition, I (we) understand that applicants to be added to the lease must first be approved by management in accordance with the procedures detailed above prior to being added to the lease.

Leaseholder Signature: _____ Leaseholder Signature: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____