

## Occupant Update Form

Dear Tenant,

Please complete this form in its entirety when requesting to add or remove an Occupant on your lease agreement.

### ***ADDING OR REMOVING AN OCCUPANT - PROCEDURES:***

- ◆ *Rental account must be current*
- ◆ *This form must be completed in its entirety by the main leaseholder/tenant*
- ◆ *This form must be signed by all of the original Leaseholders responsible for the monthly rent payments*
- ◆ *All adult occupants moving out must sign the letter acknowledging the move out/change of occupants*
- ◆ *To add a spouse, a copy of the marriage license must be provided as proof of the marriage along with a valid photo ID*
- ◆ *If a child is being added to the lease, a copy of their Birth Certificate or Court Custody Documents must be included (Refer to Window Guard Form should you choose to install window guards in your apartment for the child/children's safety)*
- ◆ *The new Occupant(s) can be added to the Lease provided that they don't exceed Occupancy Guidelines*
- ◆ *Please call the customer call center with questions at (732)-855-2990*
- ◆ *An application for occupancy is required for any additional occupants over 18 years of age and are subject to background screening*
- ◆ *Mail completed packet to:*  

*Middlesex Management*  
*Attn: Leasing Department/Occupant Name Changes*  
*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 an Occupant(s) from a lease and Table B if you are adding an Occupant(s) to a Lease.**

<b>Table A</b>	
<b>Occupant to be <i>Removed</i> from Lease</b>	
<b>Existing Occupant Name</b>	

<b>Table B</b>	
<b>Occupant to be <i>added</i> to the Lease</b>	
<b>New Occupant Name</b>	
<b>Minor (18 years of age or younger) <input type="checkbox"/></b>	<b>Adult <input type="checkbox"/></b>

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

Leaseholder Signature: \_\_\_\_\_ Leaseholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

