

## LEGAL NAME CHANGE

Dear Tenant,

Please complete this form in its entirety when your name has legally been changed, and needs to be updated on your lease.

### **CHANGING YOUR NAME - PROCEDURES:**

- ◆ **Rental account must be current**
- ◆ **This form must be completed in its entirety and signed by original Leaseholder(s).**
- ◆ **Copy of your new Driver's License with new updated name**
- ◆ **Copy of your new Social Security Card (This applies to Lease Holders) with new updated name**
- ◆ **Copy of Divorce documents (if applicable)**
- ◆ **Copy of Court Affidavit (if applicable)**
- ◆ **Birth Certificate will be required to correct date of birth and/or name (if applicable)**
- ◆ **Mail all documentation to:**  

**Middlesex Management**  
**Attn: Leasing Department/Name Change Requests**  
**P.O. Box 457**  
**Woodbridge, NJ 07095**

Date: \_\_\_\_\_ Tenant Name(s): \_\_\_\_\_

Account #: \_\_\_\_\_ Apartment Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Property \_\_\_\_\_

Please complete Table A with current name on the lease and Table B with new name on the Lease.

<b>Table A</b>	
<b>Current Name on the Lease</b>	

<b>Table B</b>	
<b>Updated / New Name on the Lease</b>	

By signing below, I (we) authorize the Landlord to make the above requested changes to the Lease. In addition, I (we) understand that the request for a legal name change to the lease must first be approved by management in accordance with the procedures detailed above.

Tenant Signature: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

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

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

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_