

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:

- ◆ *Lease MUST be up for renewal, and rental account must be current*
- ◆ *This form must be notarized and signed by all of the original Leaseholders responsible for lease payments*
- ◆ *All adult occupants moving out must sign the notarized 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.*
- ◆ *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*
- ◆ *Any additional occupants over 18 years of age must provide an application for occupancy, valid photo ID and SS card/Visa and are subject to background screening. Fair Chance in Housing Act (FCHA) disclosure form must be signed by all applicants*
- ◆ *Failure to meet all requirements will result in no changes to the current lease*
- ◆ *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.

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

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

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: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

MIDDLESEX MANAGEMENT - APPLICATION FOR OCCUPANCY

(Each Occupant must submit a separate application)

APPLICANT INFORMATION

FULL NAME (FIRST) _____ (LAST) _____ (M.I.) _____

DOB: _____ / _____ / _____ SOCIAL SECURITY # _____ - _____ - _____

DRIVER'S LICENSE #: _____ STATE: _____ EMAIL: _____

PHONE # (Home) _____ (CELL) _____

VEHICLES:

MAKE	TYPE	COLOR	LICENSE PLATE #	STATE	YEAR

PRESENT ADDRESS:

STREET _____ APT# _____

CITY _____ STATE _____ ZIP _____

RENT OR OWN (CIRCLE ONE) LANDLORD/LENDER NAME: _____ CONTACT PHONE # _____

MONTHLY PAYMENT _____ DATES(from) _____ (to) _____

PRESENT EMPLOYER:

NAME _____ STREET _____

CITY _____ STATE _____ ZIP _____ PHONE _____

START DATE _____ POSITION _____ MONTHLY SALARY _____

SUPERVISOR OR HUMAN RESOURCES CONTACT _____ PHONE _____

EMERGENCY CONTACT (NOT RESIDING WITH YOU):

(1) NAME _____ RELATIONSHIP _____ PHONE # _____

STREET _____ CITY _____ STATE _____ ZIP _____

ARE YOU LEGALLY ELIGIBLE TO LIVE IN THE UNITED STATES: (Please check one)

Yes, I am a U.S. Citizen

Yes, I have provided valid documentation from the U.S. Immigration and Naturalization Service (INS) that allows me to be in the country

List source of documentation _____ List ID# _____

If you have an Individual Tax ID #, please provide in the following space _____

The undersigned applicant and/or co-signer represents that all of the above representations are true and correct and authorizes verification of the above information. If any of the information proves to be false or misleading, landlord may deny this application. The undersigned applicant and/or co-signer hereby consents to allow the landlord, its agents or employees, to obtain a consumer report, and any other information it deems necessary to evaluate the application. I understand that such information may include, but is not limited to, credit history, civil complaint history, rental history, employment/salary details, vehicle records, licensing records. See attached FCHA Disclosure Statement for information regarding criminal history. The undersigned applicant and/or cosigner also agrees that landlord, its agents and employees, may obtain additional consumer reports in the future to update the account. Upon my request, landlord will tell me whether consumer reports were requested, and the names and addresses of any consumer reporting agencies that provided such reports. The undersigned applicant and/or co-signer understands that the application fee is non-refundable. IF CANCELLATION OF THIS APPLICATION IS NOT MADE BY THE APPLICANT WITHIN FIVE (5) DAYS FROM THE DATE OF THE SIGNING OF THIS APPLICATION, THE \$100.00 DEPOSIT WILL BE FORFEITED BY THE APPLICANT. Should this application be denied by the landlord, then the landlord shall not be responsible for any claims or damages other than the return of the deposit.

APPLICANT SIGNATURE _____

DATE _____

Community: _____ Monthly Rent: _____ Security Deposit Holder (circle): Yes or No

Bldg # /Apartment #: _____ Application Fee Collected: _____ Co-Signor (circle): Yes or No

Unit Type: _____ Deposit Collected: _____ Yardi Applicant Code: _____

Move-in Date: _____ Lease Date _____ to _____ Rental Agent Name: _____

OFFICE USE ONLY

REVISED 12-2021

**MIDDLESEX MANAGEMENT
LANDLORD'S OFFICE
P.O. BOX 457
WOODBIDGE, NJ 07095**

Fair Chance in Housing Act Disclosure

Model Disclosure Statement:

New Jersey's Fair Chance in Housing Act, N.J.S.A. 46:8-52 to 64 (FCHA), limits a housing provider's ability to consider a person's criminal history in deciding whether to extend an offer or whether to rent a home after extending an offer.

Before making a conditional offer of housing, Landlord may consider only whether an applicant has a conviction for the manufacture or production of methamphetamine on the premises of federally assisted housing, or whether an applicant has a lifetime registration requirement under a State sex offender registration program. Landlord will not consider, or request from an applicant or any other person or entity, any other information about an applicant's criminal history as part of the application process until and unless a conditional offer of housing has been made.

After extending a conditional offer of housing, Landlord intends to review and consider an applicant's criminal record in determining whether to rent a home, in accordance with the FCHA and its accompanying rules.

Landlord will not, either before or after the issuance of a conditional offer, evaluate or consider any of the following criminal records:

- (1) arrests or charges that have not resulted in a criminal conviction;
- (2) expunged convictions;
- (3) convictions erased through executive pardon;
- (4) vacated and otherwise legally nullified convictions;
- (5) juvenile adjudications of delinquency; and
- (6) records that have been sealed.

Landlord may consider, after the issuance of a conditional offer, a criminal record that:

- Resulted in a conviction for murder, aggravated sexual assault, kidnapping, arson, human trafficking, sexual assault, endangering the welfare of a child in violation of N.J.S.2C:24- 4(b)(3);
- Resulted in a conviction for any crime that requires lifetime state sex offender registration;
- Is for any 1st degree indictable offense, or release from prison for that offense, within the past 6 years;
- Is for any 2nd or 3rd degree indictable offense, or release from prison for that offense, within the past 4 years; or
- Is for any 4th degree indictable offense, or release from prison for that offense, within the past 1 year.

For more information about how these rules apply, please refer to the resources at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/fcha/>.



<http://www.njcivilrights.gov>

New Jersey is an Equal Opportunity Employer



Landlord may withdraw a conditional offer based on your criminal record only if Landlord determines, by a preponderance of the evidence, that the withdrawal is necessary to fulfill a substantial, legitimate, and nondiscriminatory interest.

If Landlord utilizes any vendor or outside person/entity to conduct a criminal record check on their behalf, Landlord will take reasonable steps to ensure that the vendor or outside person/entity conducts the criminal record check consistent with the requirements of the FCHA and rules. Specifically, if Landlord receives a criminal history inquiry conducted by a vendor or outside person or entity that is conducted in violation of the FCHA in that it reveals a record that is not permitted to be considered under the FCHA, Landlord must show that it did not rely on that information in making a determination about your tenancy.

If you are subjected to the withdrawal of a conditional offer of housing due to criminal history, you have the right to request and receive the materials relied upon by [name of housing provider] in making this determination.

You have the right to dispute, within ten (10) days of receiving this statement, the relevance and accuracy of any criminal record, and to offer evidence of any mitigating facts or circumstances, including but not limited to your rehabilitation and good conduct since the criminal offense. You may also provide evidence demonstrating inaccuracies within aspects of your criminal record which may be considered under the FCHA, or evidence of rehabilitation or other mitigating factors to [name of housing provider] at any time, including after the ten days.

Any action taken by Landlord in violation of the process laid out in this statement may constitute a violation of the FCHA. **If you believe that any owner, agent, employee, or designee of [name of housing provider] has violated any of the above requirements, you may contact the New Jersey Division on Civil Rights at www.NJCivilRights.gov 1-866-405-3050).** A complaint must be filed with DCR within 180 days of the allegedly discriminatory conduct. You cannot be subjected to retaliation for filing a complaint or for attempting to exercise your rights under the FCHA.

DCR has several fair housing fact sheets available at <https://www.nj.gov/oag/dcr/housing.html>, or available for pickup in any of DCR's four (4) regional offices.

31 Clinton Street, 3rd Floor
Newark, NJ 07102

5 Executive Campus
Suite 107, Bldg. 5
Cherry Hill, NJ 08002

1601 Atlantic Avenue, 6th Fl.
Atlantic City, NJ 08401

140 East Front Street, 6th Floor
Trenton, NJ 08625

_____	_____	Date: _	_____
Tenant	_____	Date: _	_____
_____	_____	Date: _	_____
Tenant	_____	Date: _	_____
_____	_____	Date: _	_____
Tenant	_____	Date: _	_____
_____	_____	Date: _	_____
Cosigner	_____	Date: _	_____
_____	_____	Date: _	_____
Cosigner	_____	Date: _	_____