

Occupant Update Form

Dear Tenant,

Please complete this form in its entirety when adding or removing an Occupant to your unit.

ADDING OR REMOVING AN OCCUPANT - PROCEDURES:

- ◆ *Lease must be up for renewal and current*
- ◆ *Form must be completed in its entirety*
- ◆ *Form must be signed by all of the original Lease Holders responsible for lease payments with required notarization*
- ◆ *All adult occupants must sign the letter requesting the change*
- ◆ *To add a spouse a copy of the marriage license must be provided as proof of the marriage 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 meet Occupancy Guidelines. The Rental Agent can inform you of the guidelines for Occupancy.*
- ◆ *Mail to:*

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

Date: _____ Tenant Name(s): _____

Account #: _____ Home Address: _____

Home Telephone #: _____

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 Tenant's Name	

Table B	
Occupant to be <i>added</i> to the Lease	
New Tenant's Name Is Applicant a Minor (Yes, or No)	

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 prior to being added to the Lease.

Signature: _____

Signature: _____