
ADD - REMOVE REQUEST

RESIDENT(S): _____

WHO RESIDE AT: _____

1. WISH TO

_____ **ADD A FINANCIALLY RESPONSIBLE PARTY TO THE LEASE**

_____ **REMOVE A FINANCIALLY RESPONSIBLE PARTY FROM THE LEASE**

_____ **ADD & REMOVE A FINANCIALLY RESPONSIBLE PARTY FROM THE LEASE**

2. DESCRIBE CIRCUMSTANCES – REASON FOR REQUEST

3. A RENTAL APPLICATION MUST BE COMPLETED BY THE PARTY BEING ADDED TO THE LEASE.

4. AN AUTHORIZATION TO TRANSFER & RELEASE INTEREST IN SECURITY DEPOSIT FORM MUST BE COMPLETED AND SIGNED BY ALL PARTIES TO FINALIZE THE ADD/REMOVE PROCESS. PLEASE RETAIN A COPY AS CONFIRMATION OF RELEASE FROM FINANCIAL RESPONSIBILITY. IN CERTAIN CIRCUMSTANCES PREPARATION OF A NEW LEASE MIGHT BE REQUIRED.

5. REQUEST REVIEWED - DETERMINATION

_____ **APPROVED - On Date:** _____ **By:** _____

_____ **DENIED - On Date:** _____ **By:** _____