

## REQUEST FOR CHANGE OF LEASE – AUTHORIZED TENANTS

**This form must be completed and returned with all processing fees before T-Square Properties will consider any requested changes to tenants or lease.**

I/we \_\_\_\_\_ request the following (check one box below):

- Add an authorized tenant to the existing lease agreement - all original tenants will remain on the lease and wish to be joined by a new roommate or family member.
- Add an authorized tenant to the lease – one or more original tenants will be departing from the premises and should be removed from the existing lease agreement.
- Remove existing tenant from lease agreement – remaining tenants MUST meet all screening requirements without the exiting tenant.

**Return this form with the following items completed. Incomplete requests will not be considered.**

1. Complete application(s) for rental from each prospective new tenant (if applicable). The application(s) can be completed online at [www.tsquaremanagement.com](http://www.tsquaremanagement.com) and requires a \$42 application fee, per applicant.
2. All current and prospective tenants must read and sign this form.
3. Include payment of \$75 for the non-refundable processing fee associated with this request. Payment may be made via check or online through your tenant portal.\*

**By signing below, you acknowledge that:**

- You have read your lease agreement regarding Use and Tenancy
- You understand that a prospective new tenant must qualify in accordance with our screening and leasing criteria. If not qualified, the new tenant will be denied and will not be permitted residency in the rental property. There can be no exceptions.
- All deposits paid remain with the property and will be disbursed as necessary to the active tenants on the lease agreement at move out.

**Property Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Staying  Leaving  Joining

**Signature:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Staying  Leaving  Joining

**Signature:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Staying  Leaving  Joining

**Signature:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Staying  Leaving  Joining

**Signature:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\*Payment of the processing fee must be received before changes will be made to your lease.