

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. *This form does not act as an amendment to the lease agreement, if the request is approved, a lease amendment will be sent for signing to complete the requested change.*

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 and requires a \$45 application fee, per applicant.
2. All current and prospective tenants must read and sign this form.
3. Include payment of \$150 for the non-refundable processing fee associated with this request. Payment may be made via check or online through your tenant portal.*

I/ we request the following change (please select the option that best applies);

Add an authorized Tenant

and/or

Remove existing Tenant (remaining tenants MUST meet all screening requirements without exiting tenant.)

Property Address: _____

Remaining Tenant(s): _____

Departing Tenant(s): _____

New Tenant(s): _____

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.

Tenant _____

Date _____

Tenant _____

Date _____

Tenant _____

Date _____

Tenant _____

Date _____

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