

**TENANT REQUEST TO ADD TENANT TO LEASE AGREEMENT**

TO: \_\_\_\_\_

FROM: \_\_\_\_\_ (tenant)

DATE: \_\_\_\_\_

PREMISES: \_\_\_\_\_

I, the undersigned tenants, are requesting to add the following person(s) as a tenant to the lease agreement:

\_\_\_\_\_

The reason for my request is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that the desired tenant must make application here <https://adoorpropertymanagement.managebuilding.com/Resident/rental-application/new>, and the landlord must review the application prior to moving forward in my request to add a new tenant to the lease agreement.

I agree that if the tenant application is approved, I and the desired tenant must sign a Tenant Addition Addendum and pay the Lease Amendment Fee pursuant to the lease agreement, which is due upon notice from the landlord and prior to the desired tenant being added as a tenant on the lease agreement. I agree that if these terms and conditions are not satisfied, the desired tenant shall not be added as a tenant under the lease agreement.

\_\_\_\_\_  
Tenant 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant 2

\_\_\_\_\_  
Date