



**NEST MANAGERS**  
FULL SERVICE REAL ESTATE FIRM

**TENANT ADD/REMOVAL REQUEST FORM**

DATE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

REMAINING TENANT(S): \_\_\_\_\_

DEPARTING TENANT(S) (if applicable) \_\_\_\_\_

NEW TENANT(S): \_\_\_\_\_

Tenant(s) are parties to the lease agreement dated \_\_\_\_\_, for the leased period of \_\_\_\_\_ to \_\_\_\_\_, for the property identified above. Tenant(s) desire to add one or more new tenant(s) or remove one or more existing tenant(s). Tenant(s) and landlord are willing to allow the addition or removal of \_\_\_\_\_ Tenant(s) on the following terms:

Addition of Tenant(s) Lease:  Applicable  Non-Applicable:

This form must be completed and returned with all processing fees before Nest Managers Real Estate will consider any requested changes. Changes to the residents listed on your lease agreement, or incomplete request will be not considered.

**What the current tenant must do:**

- Notify the proposed tenant that they must submit an application to our office along with the \$45 application fee.
- The new tenant must be **Approved** before moving into the rental property. *Failure to do so is subject to a \$500 unauthorized occupant fee.*
- Pay the Additional Occupant Admin Charge of \$65.

**What the new tenant must do:**

- Fill out a rental application and a \$45 application fee will be assessed.
- You & all current tenants must sign the new lease once everything has been approved.

**The following must be signed by all current authorized occupants of the property:**

I, the undersigned, am an authorized occupant of the property at \_\_\_\_\_ having entered into a lease agreement with Nest Managers Real Estate to occupy the premises. I have read, understand and Agree to the following terms:

- \$45 application fee will have to be submitted by my proposed occupant before moving into the remises
- All residents on the original lease must sign and date below.
- If approved, all current and new tenants will sign a new lease agreement.

TENANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

