



# ADD TENANT ADDENDUM

If you wish to add a Tenant, start by completing the form below and turning it in to the office. This form must be reviewed and signed by all current Tenants, as well as the Tenant(s) you wish to add to the lease.

The undersigned hereby requests to add (new Tenant name) \_\_\_\_\_ to the Rental Agreement for the property known as \_\_\_\_\_.

All undersigned acknowledge and agree to the following:

- Any new Tenant must apply and be approved by AWR before they can occupy the unit.
- If approved, the new Tenant shall pay a \$50 Administrative Fee at the office. Fee shall be in the form of credit or debit card, money order, or cash.
- New Tenant shall schedule an appointment to review the Lease Agreement and any attachments, addendums, disclosures, or changes. Tenant shall sign the Agreement and becomes responsible to the terms and conditions thereof.
- The new Tenant will receive a copy of all documentation upon signing, or have access to copies through the Tenant portal.
- Upon termination, AWR will settle all Security Deposit funds with all Tenants on the Rental Agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Tenant 1 (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

Tenant 2 (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

Tenant 3 (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

Tenant 4 (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

Agent (Print): \_\_\_\_\_

American West Realty and Management

Sign: \_\_\_\_\_