



ADD TENANT ADDENDUM

Adding a Tenant

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 request 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 submit an application and be approved before they can occupy the unit.
- If approved, 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 has received a copy of all documentation upon signing.
- Upon termination, American West Realty will settle all Security Deposit funds with all Tenants on the Rental Agreement.

Signed this _____ day of _____, _____.

Print / Sign _____
 Print / Sign _____
 Print / Sign _____
 Print / Sign _____

Agent _____