

# JJ Land Company

5738 Baum Blvd. Pittsburgh, PA 15206

Phone: 412-363-1033 Fax: 412-363-7141

Email: [info@jjlandapartments.com](mailto:info@jjlandapartments.com)

## CHANGE OF OCCUPANT(S) REQUEST FORM

1. Tenant(s) may not change occupants in the unit without landlord's consent and written approval.
2. If the landlord agrees to allow tenant(s) to change occupants in the unit to another person, then;
  - a. Applicant will be responsible for the performance of all tenant's responsibilities under this lease, including the payment of rent.
  - b. Each person that applies to occupy the unit is required to pay an "add-to-lease fee" of **\$50**.
  - c. **AT ALL TIMES** the original tenant(s) who signed this lease will be held responsible by the landlord for their lease duties until the new lease takes effect.
3. Any portion of the security deposit requested for refund by the vacating tenant(s) must be submitted as replacement monies by new/remaining tenant(s).
4. The income requirements of three times the rent will still be in effect after the occupant transfer.

### REQUEST TO VACATE/TRANSFER OCCUPANCY:

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

ADDRESS: \_\_\_\_\_

TENANT(S) TO VACATE:

REQUESTING SECURITY DEPOSIT REFUND:

- |          |         |       |
|----------|---------|-------|
| 1. _____ | Yes:___ | No___ |
| 2. _____ | Yes:___ | No___ |
| 3. _____ | Yes:___ | No___ |

- I/We wish to relinquish responsibility to the LEASE between myself/ourselves and the JJ Land Company.
- I/We understand the original LEASE and any renewal agreements shall remain in full effect until landlord approves a new applicant to occupy the UNIT and a new lease takes effect.

### CURRENT TENANT SIGNATURE(S): (ALL CURRENT TENANTS MUST SIGN):

TENANT 1: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT 2: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT 3: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

### REQUEST TO ADD OCCUPANT TO LEASE:

- I/We wish to be added to the lease at the address listed above.
- Enclosed is my/ours application, current proof of income and a check for the vacating portion of the security deposit.

### APPLICANT SIGNATURE(S):

• APPLICANT 1: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

• APPLICANT 2: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

• APPLICANT 3: PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_

Received on: \_\_\_\_\_ Add to Lease Fee Paid: \_\_\_\_\_ Security Deposit Paid: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_