

# Maybrook Management

184 SOUTH LIVINGSTON AVENUE \* SUITE 9-321 \* LIVINGSTON NJ, 07039  
PH: 973-327-0100

## Occupant Update Form

Dear Tenant,

Please complete this form in its entirety when requesting to add or remove an Occupant on your lease agreement.

### ***ADDING OR REMOVING AN OCCUPANT - PROCEDURES:***

- ❖ Lease **MUST** be up for renewal, and rental account must be current
- ❖ This form must be notarized and signed by all of the original Leaseholders responsible for lease payments
- ❖ All adult occupants moving out must sign the letter acknowledging the move out/change of occupants
- ❖ To add a spouse, a copy of the marriage license must be provided as proof of the marriage along with a valid photo ID
- ❖ If a child is being added to the lease, a copy of their Birth Certificate or Court Custody Documents must be included (Refer to Window Guard Form should you choose to install window guards in your apartment for the child/children's safety)
- ❖ The new Occupant(s) can be added to the Lease provided that they don't exceed Occupancy Guidelines
- ❖ Any additional occupants over 18 years of age must provide an application for occupancy, valid photo ID and SS card/Visa and are subject to background screening. Fair Chance in Housing Act (FCHA) disclosure form must be signed by all applicants
- ❖ Failure to meet all requirements will result in no changes to the current lease
- ❖ Email completed packet to [customerservice@maybrookmgmt.com](mailto:customerservice@maybrookmgmt.com) or mail completed packet to:

**Maybrook Management**  
**Attn: Leasing Department/Occupant Name Changes**  
**184 South Livingston Avenue Suite 9-321**  
**Livingston, NJ 07039**

Date: \_\_\_\_\_ Tenant Name(s): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Apartment Address: \_\_\_\_\_

Please complete Table A if you are removing an Occupant(s) from a lease and Table B if you are adding an Occupant(s) to a Lease.

Table A	
Occupant to be <i>Removed</i> from Lease	
Existing Occupant Name	

Table B	
Occupant to be <i>added</i> to the Lease	
New Occupant Name	
<input type="checkbox"/> Minor (18 years of age or younger)	
<input type="checkbox"/> Adult	

By signing below, I (we) authorize the Landlord to make the above requested changes to the Lease. In addition, I (we) understand that occupants to be added to or removed from the lease must first be approved by management in accordance with the procedures detailed above prior to the changes being made to my lease.

Leaseholder Signature: \_\_\_\_\_ Leaseholder Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_