

Date: [Date]

To: [Current Tenant Names]

Property Address: [Full Property Address]

Subject: Conditional Approval for Roommate Addition and Lease Renewal

Dear [Current Tenant Names],

We have received your request to add [Prospective Roommate Name] to your lease agreement and your intent to renew the lease for the upcoming term.

We are pleased to inform you that this request is **conditionally approved**, pending the completion of the following requirements:

- **Background & Credit Screening:** The prospective roommate must complete our formal application and pass the required credit and criminal background checks.
- **Application Fee:** Payment of a non-refundable application fee in the amount of \$[Amount].
- **Security Deposit Top-off:** An additional security deposit amount of \$[Amount] is required due to the increased occupancy.
- **Lease Signing:** All parties (current tenants and the new roommate) must sign the new Lease Renewal Agreement by [Deadline Date].
- **Verification of Income:** The new applicant must provide proof of income (e.g., pay stubs or bank statements).

Please note that until all parties have signed the new lease agreement and all fees are paid, the prospective roommate is not authorized to move into the premises. Unauthorized occupants are a violation of your current lease terms.

If you have any questions regarding these conditions, please contact [Management Name/Landlord Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Property Management Company Name]