

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Current Tenant Name(s)]

[Property Address]

[Unit Number]

[City, State, Zip Code]

**RE: Notice of Rent Increase for Additional Occupant**

Dear [Tenant Name(s)],

This letter serves as formal notice regarding a change in your monthly rent. This adjustment is being made following your request to add an additional tenant, [Name of New Occupant], to your lease agreement for the property located at [Property Address].

In accordance with the terms of your lease agreement and local housing regulations, the addition of an occupant increases the utility usage and wear and tear on the premises. Therefore, your monthly rent will be adjusted as follows:

- **Current Monthly Rent:** \$[0.00]
- **Additional Occupant Surcharge:** \$[0.00]
- **New Total Monthly Rent:** \$[0.00]

This new rent amount will take effect on [Date]. All other terms and conditions of your original lease agreement remain in full force and effect.

Please sign and return the attached lease addendum by [Date] to confirm the addition of the new tenant and your acceptance of the adjusted rent amount.

If you have any questions regarding this notice, please contact me at [Phone Number].

Sincerely,

[Signature]

[Printed Name]