

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address]

Subject: Lease Modification - Additional Occupant and Rent Adjustment

Dear [Tenant Name],

This letter serves as a formal amendment to your residential lease agreement dated [Original Lease Start Date] for the property listed above.

Per your request and my subsequent approval, the following individual is authorized to reside at the premises as an additional occupant, effective [Start Date]:

Additional Occupant Name: [New Occupant Name]

In accordance with this change, the monthly rent will be adjusted to account for the increased occupancy. Effective [Date New Rent Starts], your new monthly rent will be **\$(New Rent Amount)**. This is an increase of **\$(Amount of Increase)** from your previous rent of **\$(Old Rent Amount)**.

All other terms, conditions, and rules outlined in your original lease agreement remain in full force and effect. The new occupant is required to abide by all community guidelines and lease provisions.

Please sign and return the enclosed copy of this letter to acknowledge your agreement to these updated terms. Keep the original for your records.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

Tenant Acknowledgment:

I/We, the undersigned, agree to the rent adjustment and the addition of the new occupant as stated above.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____