

[Landlord or Management Name]
[Address]
[City, State, Zip Code]
[Date]

[Tenant Name]
[Property Address]
[Unit Number]

RE: Notice of Rent Surcharge for Additional Occupant

Dear [Tenant Name],

This letter serves as formal notice regarding the addition of a new occupant, [Occupant Name], to your rental unit effective [Date].

According to the terms of your lease agreement dated [Lease Start Date], specifically section [Section Number regarding Occupancy/Rent], the monthly rent is subject to a surcharge for each additional person residing in the premises beyond the original occupants.

Please be advised of the following adjustment to your monthly charges:

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

This change will take effect on [Date]. Please update your payments accordingly starting from your next rental period.

The new occupant is required to adhere to all rules and regulations outlined in the existing lease agreement. If you have any questions regarding this adjustment, please contact the management office at [Phone Number] or [Email].

Sincerely,

[Signature]
[Printed Name]
[Title/Property Management Company]