

Date: [Insert Date]

Tenant Name(s): [Insert Current Tenant Names]

Property Address: [Insert Full Property Address]

Dear [Tenant Names],

This letter serves as formal notice regarding your request to add [New Roommate Name] to your lease agreement for the property located at the address above.

Per the terms of your rental agreement and due to the increase in occupancy, the monthly rent for the premises will be increased. This adjustment accounts for the additional wear and tear and increased utility usage associated with an additional occupant.

**Current Monthly Rent:** \$[0.00]

**New Monthly Rent:** \$[0.00]

**Effective Date:** [Insert Date]

The new roommate must complete the standard application and background check process before moving in. Once approved, an addendum to the lease agreement will be prepared for all parties to sign.

All other terms and conditions of your original lease agreement remain in full force and effect.

Please sign and return a copy of this notice by [Insert Date] to acknowledge your acceptance of these terms.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]

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**Tenant Acknowledgment:**

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