



18 East 50th Street | New York, NY 10022 | 212.837.4800

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## PROCESS FOR TENANCY CHANGES

Any request for tenancy changes to the Lease Tenant(s) and/or Guarantor(s) may be submitted only within sixty (60) days of the current lease expiration and may require the following:

- **PROCESSING FEE:** \$500.00
- **ONLINE APPLICATION**
  - Completed by all new Tenant(s) and/or Guarantor(s) for the new apartment, which includes a background & credit check.
  - The application fee is \$20.00 per individual
- **SUPPORTING DOCUMENTS**
  - Letter of Employment on company letterhead stating:
    - Position, Annual salary and a contact to verify said employment. This document must be dated within 30 days of application submission.
  - Two most recent Pay Stubs
  - Most recent Bank Statement. This document must be dated within 30 days of application submission
  - Copy of US Government-Issued ID or Passport
  - If self-employed:*
    - Two most recent Tax Returns
    - Letter from a CPA confirming filing of said Tax Returns
- *Current Lease Tenant(s) and/or Guarantor(s) who will be remaining on the Lease may be required to provide:*
  - Online Application
  - Supporting documents

If the submitted application to perform the Tenancy Change is approved by Landlord, **ALL PARTIES** (REMAINING and VACATING) will be required to sign appropriate documents to finalize said changes.

***The vacating Lease Tenant(s) and/or Guarantor(s) remain responsible for all obligations to the Lease until the tenancy change process is finalized.***

If there are any requests to add / remove **Non-Leaseholder Occupant(s)\***, this request can be made any time with confirmation from all current Lease Tenants, however is subject to sole discretion and approval of Landlord, and if approved, require the following to be submitted:

- **Incoming:**
  - Full Name
  - Email
  - Phone
  - Copy of ID
- **Outgoing:**
  - Full Name
  - Email
  - Phone
  - Copy of ID

*\*A **Non-Leaseholder Occupant** is permitted to occupy the premise during the lease term. Access/entry must be provided by the Lease Tenant(s), as additional keys / access to the unit will not be provided by building/management. Non-leaseholder Occupants are not eligible to make payments towards rent, and the Lease Tenant(s) remain responsible for all obligations to the Lease. Non-leaseholder occupants may not be eligible for use of building amenities / memberships to NYHRC that may be offered to the Lease Tenant.*