



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 leaseholder Tenant(s) and/or Guarantor(s) may be approved within sixty (60) days of lease expiration and require the following:

- \$500.00 Processing Fee
- Online applications are required to be submitted for all incoming leaseholder Tenant(s) and/or Guarantor(s).
  - The application fee is \$120.00 per person.
  - The application fee covers the background and credit check.
  - Letter of Employment stating Position and Annual Salary (must be dated within 30 days)
  - Two most-recent Pay Stubs
  - One most-recent Bank Statement
  - Twelve (12) months of proof of rental payment, which can be in the form of cancelled checks or bank statements/transactions
  - Copy of current government-issued ID
- Current leaseholder Tenant(s) and/or Guarantor(s) who are staying on the lease must provide the following:
  - New online application is required to ensure the background and credit history remain in good standing. Application fee is \$120.00 per person.
  - Must provide up-to-date supporting documents to ensure income requirements are still met.

Once the incoming leaseholder Tenant(s) and/or Guarantor(s) are approved, **ALL INVOLVED PARTIES** (BOTH INCOMING and OUTGOING) will be required to sign appropriate documents to finalize the changes.

***PLEASE NOTE:*** *The outgoing leaseholder Tenant(s) and/or Guarantor(s) are still responsible for all obligations to the lease, including rent payment, until the tenancy change process is completed and approved by the Landlord.*

If there are any requests to add/remove **Non-Leaseholder Occupant(s)\***, this may be permitted at any time during the lease term and require the following:

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

\*A **Non-Leaseholder Occupant** is an approved Occupant of the Leaseholder Tenant(s) who is permitted to occupy the premise during the lease term. Access/entry must be provided by the leaseholder Tenant(s), as additional keys will not be provided.