

PAN AM EQUITIES, INC.

TENANCY CHANGES

If there are any requests of tenancy changes to the leaseholder Tenant(s)/Guarantor(s), this may be permitted within 60 days of lease expiration and require the following:

- \$500.00 Processing Fee
- Online applications required for all incoming leaseholder Tenant(s)/Guarantor(s), this will include a background & credit check
 - \$120.00/person fee
 - Letter of Employment stating Position and Annual Salary (must be dated within 30 days)
 - Two most recent Pay Stubs
 - 1 Most recent Bank Statement
 - 12 months of proof of rental payments; in the form of cancelled checks, or bank statements/transactions
 - Copy of ID
- Current leaseholder Tenant(s)/Guarantor(s), staying on:
 - New online application is required to ensure the background & credit history remain in good standing
 - Must provide up to date supporting documents to ensure income requirements are still met

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

PLEASE NOTE: the leaseholder Tenant(s)/Guarantor(s) still resume all obligations to the lease until they perform a tenancy change to remove themselves.

If there are any requests to add/remove ***Non-Leaseholder Occupant(s)** this may be permitted throughout 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) 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.*

Thank you,

Sang Evers

Leasing Manger