

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Original Lease Date: [Insert Original Lease Start Date]

Subject: Notice of Tenant Name Update and Rent-to-Own Addendum

Dear [Landlord/Property Manager Name],

This letter serves as formal notification regarding a change in the tenant profile for the above-mentioned property and an addendum to the existing lease agreement.

Section 1: Tenant Name Update

Please update your records to reflect the following change in the legal name of the tenant(s):

- **Former Name:** [Insert Former Name]
- **New Legal Name:** [Insert New Legal Name]

Attached is a copy of the legal documentation (e.g., marriage certificate, court order) verifying this change.

Section 2: Rent-to-Own Addendum

By signing this document, the Landlord and Tenant agree to add a Rent-to-Own (Option to Purchase) clause to the current lease agreement under the following terms:

- **Option Period:** The tenant has the option to purchase the property starting from [Start Date] until [End Date].
- **Purchase Price:** The agreed-upon purchase price is \$[Insert Amount].
- **Option Fee:** The tenant shall pay a non-refundable fee of \$[Insert Amount] for the exclusive right to purchase.
- **Rent Credits:** \$[Insert Amount] of each monthly rent payment shall be credited toward the final purchase price at closing.

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

Please sign below to acknowledge the name update and agreement to the Rent-to-Own terms.

Landlord Signature: _____

Date: _____

Tenant Signature: _____

Date: _____