[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Landlord or Property Manager Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Demand to Add Unauthorized Occupant to Lease Agreement

Dear [Landlord/Manager Name],

I am writing to you regarding the residential lease agreement for the property located at [Property Address].

It has come to my attention that an additional person, [Occupant Name], is currently residing in the premises. Per the terms of your lease agreement, all adult residents must be formally documented as authorized tenants or occupants.

This letter serves as a formal demand for [Occupant Name] to submit a rental application and complete the necessary background screening process within [Number] days of receipt of this notice.

Should the occupant meet the screening criteria, an amendment to the lease must be signed by all parties to include [Occupant Name] as a legal tenant. Failure to comply with this request or to have the unauthorized occupant vacate the premises immediately may result in a formal notice of lease violation and potential eviction proceedings.

Please contact me at [Your Phone Number] or [Your Email] to coordinate the delivery of the application materials.

Sincerely,

[Your Signature]
[Your Printed Name]