

Date: [Insert Date]

To: [Name of Primary Tenant(s)]

Address: [Property Address]

RE: Request for Rental Application - Unauthorized Occupant

Dear [Tenant Name(s)],

It has come to our attention that an additional person, [Name of Occupant], is currently residing at the above-mentioned property. According to your lease agreement, all adults living in the unit must be listed as authorized tenants.

To comply with the terms of your lease, the unauthorized occupant must complete a formal rental application and undergo our standard screening process. Please have the individual complete the enclosed application and return it to our office by [Insert Date].

Upon receipt and review of the application, we will determine if the individual meets our residency requirements. If approved, we will issue a lease amendment to officially add them to the rental agreement.

Please be advised that failure to register all occupants is a violation of your lease agreement. We look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]