

# REQUEST FORM

(CHANGE OF LEASE TERMS)

\*BY SIGNING BELOW TENANT(S) FURTHER ACKNOWLEDGES AND UNDERSTANDS THAT THEY WILL BE RESPONSIBLE FOR COSTS ASSOCIATED WITH THIS REQUEST. SEE SUPPLEMENT G – ACTUAL COSTS ASSOCIATED SUMMARY. CHARGES WILL BE APPLIED TO YOUR ACCOUNT ACCORDINGLY. \_\_\_\_\_ TENANT(S) INITIAL

REQUESTED BY BUILDING/UNIT#: \_\_\_\_\_

\*TENANT(S) PRINTED NAME(S): \_\_\_\_\_ DATE: \_\_\_\_\_

\*TENANT(S) SIGNATURE(S): \_\_\_\_\_

ALL REQUESTS WILL REQUIRE PHOTOS OF THE UNIT SENT VIA EMAIL FOR REVIEW TO [TMLEASING@MONTANACRESTVIEW.COM](mailto:TMLEASING@MONTANACRESTVIEW.COM) OR A

**MANDATORY INTERIOR INSPECTION** PLEASE PROVIDE PREFERENCE BELOW IF IN PERSON INSPECTION SHOULD BE REQUIRED.

\_\_\_\_ INSPECT MY UNIT AT YOUR EARLIEST CONVENIENCE.

\_\_\_\_ I WOULD LIKE TO SCHEDULE AN INSPECTION ON \_\_\_\_\_ BETWEEN THE HOURS OF 9 AM AND 4 PM.

**HOW WOULD YOU LIKE US TO CHANGE YOUR RENTAL AGREEMENT? PLEASE INITIAL BY ALL THAT APPLY:**

\_\_\_\_ **ADD TENANT/OCCUPANT**

\_\_\_\_ **REMOVE TENANT/OCCUPANT\*\***(PLEASE

REFERENCE SECTION 7.7 OF YOUR RENTAL AGREEMENT)

NAME OF INDIVIDUAL \_\_\_\_\_

NAME OF INDIVIDUAL \_\_\_\_\_

HAVE WE RECEIVED THEIR APPLICATION? YES NO

REMOVE FOLLOWING VEHICLE

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

\_\_\_\_ **ADD ANIMAL\***

\_\_\_\_ **REMOVE ANIMAL**

DESCRIPTION OF ANIMAL:

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TYPE: DOG/CAT/OTHER \_\_\_\_\_

TYPE: DOG/CAT/OTHER \_\_\_\_\_

BREED: \_\_\_\_\_

BREED: \_\_\_\_\_

AGE: \_\_\_\_\_ YRS

AGE: \_\_\_\_\_ YRS

WEIGHT: \_\_\_\_\_ LBS

WEIGHT: \_\_\_\_\_ LBS

COLOR: \_\_\_\_\_

COLOR: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

HAVE WE RECEIVED RECENT VET RECORDS? YES NO

RABIES VACCINATION EXPIRATION: \_\_\_\_/\_\_\_\_/\_\_\_\_

DD/MM/YYYY \*ANIMAL PROCESSING CHARGE OF \$150 WILL BE APPLIED TO THE ACCOUNT PER

ANIMAL.

\_\_\_\_ **EVALUATE QUALIFYING FACTORS TO REMOVE UPFRONT PAYMENT CONDITIONS \*\***

**IF INITIALED, HAVE WE RECEIVED**

**YOUR MOST RECENT PROOF OF INCOME? YES NO**

\_\_\_\_ **EVALUATE QUALIFYING FACTORS TO DROP 3<sup>RD</sup> PARTY GUARANTOR\*\***

**IF INITIALED, HAVE WE RECEIVED**

**YOUR MOST RECENT PROOF OF INCOME? YES NO**

\*\*IT MAY BE REQUIRED FOR A NEW APPLICATION(S) TO BE SUBMITTED IN ORDER FOR US TO EVALUATE QUALIFYING FACTORS.

NOTE: ALL FINANCIALLY RESPONSIBLE PARTIES (INCLUDING CO-SIGNER(S), IF APPLICABLE) MUST SIGN THE "CHANGE OF TERMS AGREEMENT" ADDITIONALLY, PAYMENT MUST BE MADE FOR ANY COSTS ASSOCIATED PRIOR TO THE REQUEST BEING FINALIZED.

!!IMPORTANT: If you are submitting a change of terms request within the same month that your agreement expires please be aware that if we do not receive this and any necessary documents at least two weeks prior to the expiration date, it most likely will not be fully executed prior to the lease expiration. Furthermore, please allow 3 to 7 business days to process a request after all documentation (to include interior inspection photos) have been submitted to our office.

THANK YOU FOR YOUR REQUEST. ONCE ALL NECESSARY DOCUMENTS AND PHOTOS HAVE BEEN SUBMITTED, WE WILL CONTACT YOU WITH FURTHER INFORMATION REGARDING YOUR REQUEST AND ANY ADDITIONAL STEPS REQUIRED. PLEASE PROVIDE THE FOLLOWING CONTACT INFORMATION:

DAY TIME PHONE NUMBER(S) \_\_\_\_\_

EMAIL(S) \_\_\_\_\_

**OFFICE USE ONLY: VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME STARTED: \_\_\_\_\_ TIME COMPLETED: \_\_\_\_\_**