

REQUEST FORM

(CHANGE OF LEASE TERMS)

*BY SIGNING BELOW TENANT(S) CONFIRM AND UNDERSTAND THAT THEY WILL BE RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THIS REQUEST. SEE SUPPLEMENT G – ACTUAL COSTS ASSOCIATED SUMMARY. CHARGES WILL BE APPLIED TO YOUR ACCOUNT LEDGER DUE AND PAYABLE IMMEDIATELY OR SUBJECT TO LATE NOTICE COSTS. _____ TENANT(S) INITIAL(S)

REQUESTED BY BUILDING/UNIT#: _____ DATE: _____

*TENANT(S) PRINTED NAME: _____

*TENANT(S) SIGNATURE(S): _____

EVALUATION OF INTERIOR REQUIRED

ALL REQUESTS WILL REQUIRE AN INTERIOR INSPECTION TO BE COMPLETED VIA RENTCHECK OR A MANDATORY INTERIOR INSPECTION. PLEASE PROVIDE A PREFERENCE BELOW IF IN PERSON INSPECTION SHOULD BE REQUIRED BY OUR OFFICE.

_____ INSPECT MY UNIT AT YOUR EARLIEST CONVENIENCE WITH A PASSKEY.
TENANT INITIALS

OR

_____ I WOULD LIKE TO SCHEDULE AN INSPECTION ON _____ BETWEEN THE HOURS OF 9 AM AND 4 PM.
TENANT INITIALS DATE

PLEASE INITIAL BY ALL REQUESTS THAT APPLY BELOW AND INLCUDE ANY NECESSARY DETAILS:

ADDITIONAL OCCUPANT(S)

_____ ADD ADDITIONAL OCCUPANT
TENANT INITIALS IF APPLICABLE

_____ REMOVE TENANT/OCCUPANT
TENANT INITIALS IF APPLICABLE

NAME OF INDIVIDUAL: _____
HAVE WE RECEIVED THEIR APPLICATION? _____
DATE: _____

NAME OF INDIVIDUAL: _____
PLEASE CONFIRM THEIR VACATE
DATE

ADD FOLLOWING VEHICLE:
LICENSE PLATE #: _____
#: _____

REMOVE FOLLOWING VEHICLE:
LICENSE PLATE

*MAKE/MODEL/YEAR/COLOR: _____ MAKE/MODEL/YEAR/COLOR: _____

*COSTS ASSOCIATED WITH ISSUING A NEW PARKING PERMIT WILL APPLY.

ANY NEW ROOMMATE ADDED AFTER MOVE IN WILL BE ADDED TO THE AGREEMENT AS ADDITIONAL OCCUPANT ONLY. ADDITIONAL OCCUPANTS WILL BE AUTHORIZED TO LIVE IN THE APARTMENT BUT ARE NOT FINANCIALLY RESPONSIBLE, MEANING THEY WON'T SIGN THE

ANIMAL(S)

ADD ANIMAL**

TENANT INITIALS IF APPLICABLE

DESCRIPTION OF ANIMAL: _____
TYPE: DOG/CAT/OTHER: _____
BREED: _____
AGE: _____ YRS
WEIGHT: _____ LBS
NAME: _____

HAVE WE RECEIVED RECENT VET RECORDS? _____
TYPE YES OR NO

RABIES VACCINATION EXPIRATION: ____/____/____ DD/MM/YYYY

**A \$150.00 ANIMAL PROCESSING CHARGE AND MONTHLY ANIMAL RENT WILL BE APPLIED TO THE ACCOUNT FOR EACH ANIMAL AN ANIMAL DEPOSIT WILL BE REQUIRED FOR ANIMALS UNDER 2 YEARS OF AGE CAGED ANIMALS OR IF SPECIFIC CONDITIONS WARRANT IT THE EXACT REQUIREMENTS CANNOT BE DETERMINED UNTIL ALL RELEVANT INFORMATION IS SUBMITTED AS EACH ANIMAL APPROVAL IS EVALUATED ON A CASE BY CASE BASIS TAKING INTO ACCOUNT FACTORS SUCH AS BREED AGE WEIGHT AND INDIVIDUAL CIRCUMSTANCES.

REMOVE ANIMAL

TENANT INITIALS IF APPLICABLE

DESCRIPTION OF ANIMAL: _____
TYPE: DOG/CAT/OTHER: _____
BREED: _____
AGE: _____ YRS
WEIGHT: _____ LBS
NAME: _____

QUALIFYING FACTORS

EVALUATE QUALIFYING FACTORS TO REMOVE PAYMENT CONDITIONS***

TENANT INITIALS IF APPLICABLE

OR

EVALUATE QUALIFYING FACTORS TO DROP THIRD PARTY GUARANTOR***

TENANT INITIALS IF APPLICABLE

HAVE WE RECEIVED YOUR MOST RECENT PROOF OF INCOME? _____
TYPE YES OR NO

*** IT MAY BE REQUIRED FOR NEW APPLICATIONS TO BE SUBMITTED IN ORDER FOR US TO EVALUATE QUALIFYING FACTORS.

NOTE: ALL FINANCIALLY RESPONSIBLE PARTIES INCLUDING COSIGNERS IF APPLICABLE MUST SIGN THE CHANGE OF TERMS AGREEMENT ADDITIONALLY PAYMENT MUST BE MADE FOR ANY COST 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 FORM AND ANY NECESSARY DOCUMENTS AT LEAST TWO WEEKS PRIOR TO THE EXPIRATION DATE, IT IS UNLIKELY THE REQUEST WILL BE FULLY PROCESSED BEFORE THE AGREEMENT EXPIRES. FURTHERMORE PLEASE ALLOW THREE (3) TO SEVEN (7) BUSINESS DAYS FOR PROCESSING AFTER ALL REQUIRED DOCUMENTATION, INCLUDING INTERIOR INSPECTION PHOTOS, HAS BEEN SUBMITTED TO OUR OFFICE VIA EMAIL TO TMLEASING@MONTANACRESTVIEW.COM AND THROUGH RENTCHECK.

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 CONFIRM THE FOLLOWING CONTACT INFORMATION.

PHONE NUMBER _____ EMAIL: _____