# OCCUPANT ADDITION AGREEMENT INFORMATION

- All tenants must sign the Occupant Addition Agreement.
- There is a $150 fee to add each occupant, payable only by credit or debit card. All incoming occupants must be approved in order to reside here.
- There is no charge for immediate family members and the first occupant where there is only one tenant on the lease.
- You must include a copy of the new occupant's valid government/state ID and with the Occupant Addition Agreement.
- Occupants have no tenancy rights to the apartment other than lock-out services and will not be able to pick up keys without a notarized letter from the tenant of record.
- The tenant will be notified by email when approved.
- Please allow 1-2 weeks to process the Occupant Addition Agreement.
- Once approved the new occupant(s) may obtain their occupant access card by visiting 2 Stuyvesant Oval (Public Safety) or 276 First Avenue Loop (Management Office).
- Public Safety hours are: Monday – Friday 8:30am – 8:00pm, Saturday & Sunday 9:00am – 3:00pm.
- Management Office hours are: Monday, Wednesday & Friday 8:30am – 6pm, Tuesday & Thursday 8:00am – 8:00pm & Saturday 9am – 5:30pm.
- Picture ID is required to pick up the access card.

If you have any questions, please call 212-614-5877.

Thank you,

Teisha Waterman
occupantrequests@stuytown.com

# OCCUPANT ADDITION AGREEMENT

**Print Tenant(s) Name:** _____ _____

**Address:** _____ **Apt. No**:_____ **Mobile:** _____

**Email Address:** _____

The occupant(s) noted below will begin to occupy the apartment with your consent. Upon Management's approval, your occupant(s) will be authorized to reside in your apartment together with you, the Tenant(s) of record, starting on the date that are approved by management provided you complete this letter agreement acknowledging the following:

- Lockout privileges will be granted to your occupant(s) as requested by you, the tenant of record, in this agreement.
- The Occupant's name will not appear on the Lease agreement, lobby directories, mail box or apartment door.
- The Occupant cannot pay rent. All payments must be made by the Tenant only.
- The Occupant(s) may not order and/or receive keys from the Landlord. Only the Tenant(s) may order and pick up keys.
- The Occupant(s) will have to vacate the apartment on or before the day that you, the Tenant(s) vacate or cease to occupy the apartment, unless otherwise provided by law.
- Please be advised that the Occupant(s) is only entitled to occupy the apartment together with the Tenant. Exclusive occupancy by the Occupant(s) is a violation of your lease and applicable law.

**PLEASE LIST NEW OCCUPANTS:**

1. **PRINT Occupant's Name:** _____ Date of Birth: _____

   Last Four Digits of Social Security No: _____

   Mobile: _____ Relationship to Tenant: _____

   **Signature**: _____ Email Address: _____

2. **PRINT Occupant's Name:** _____ Date of Birth: _____

   Last Four Digits of Social Security No: _____

   Mobile: _____ Relationship to Tenant: _____

   **Signature**: _____ Email Address: _____

**If you are removing an occupant list their names and date they are moving out:**

Name:_____ Date: _____ Name: _____ Date:_____

**To indicate your agreement, ALL tenants are required to sign below.**

1. _____ _____ _____
   Tenant – Print Name Tenant – **Signature** Date

2. _____ _____ _____
   Tenant – Print Name Tenant – **Signature** Date

3. _____ _____ _____
   Tenant – Print Name Tenant – **Signature** Date