



LEASE REVISION POLICY

If a name needs to be added and/or removed from the lease agreement (referred to as a “lease revision” in the balance of this document) the following policies, forms and fees will apply:

NAME ADDITION:

If the individual would like to establish the benefit of rental history, and would take financial responsibility for the apartment, he/she may be added to the lease as a “Leaseholder” also known as “Lessee”. Please follow the requirements listed below:

1. No revisions shall be made within the first 90 days after the current lease commencement, nor 60 days prior to the lease expiration date.
2. A \$45 non-refundable application fee is required with the submission of the lease application.
3. Any lease revisions will require a \$50 lease revision fee, and is due payable with the submission of the lease application.
4. All “Applicant Qualification Criteria” must be met.
5. Upon approval of the lease application, a revised lease with the name addition must be signed.

NAME REMOVAL:

A Lessee planning to move should follow proper procedures to have his/her name removed from the lease. Please follow the below requirements:

1. The departing lessee must fill out a “Leaseholder Removal Form” and sign it with the remaining lessee.
2. The Leaseholder Removal Form must be signed either in front of a Kress Properties Agent or with a Notary. No exceptions.
3. Any lease revisions will require a \$50 lease revision fee, and is due payable with the submission of the lease application.