



ADD A TENANT INSTRUCTIONS

Thank you for contacting us regarding adding a person to the lease agreement. The following steps must be completed before allowing another person to move in.

1. The applicant must complete an application. The application is available on our website:
 - <https://app.propertyware.com/pw/application/#/tenant/crmproperties>
 - There is a \$50.00 application fee.
 - The application process typically takes 2 business days to complete.
2. Once the applicant has been approved, you and the applicant will receive the addendum adding the applicant to the lease agreement.
3. The addendum will be emailed through DocuSign to all tenants currently on the lease and the applicant being added.
4. There is lease processing fee of \$75.00 that will be applied to your account and must be paid with or prior to the next months' rent payment.
5. The new tenant will receive an email to set up their tenant and maintenance portal.
6. If the applicant is denied, they will not be allowed to reside at the property.

Any questions regarding the process should be entered into a tenant conversation on your account & your Tenant Manager will contact you within one business day.

REMOVAL OF A TENANT FROM LEASE

INSTRUCTIONS

Thank you for contacting us regarding removing a tenant from the lease agreement. The following steps must be completed before we will remove the tenant from the lease:

7. The remaining occupants must provide CRM Properties with the last 60 days of pay stubs. The remaining tenant (s) must prove adequate income that meets our income requirements to lease a property.
8. If the remaining tenant (s) is approved, a \$75.00 lease processing fee must be paid before the tenant will be removed from their lease obligations.
9. All tenants including the tenant being removed must sign a lease amendment removing the tenant.
10. The lease amendment will be emailed through DocuSign for an electronic signature.

The tenant will not be removed from their lease obligations until:

- The remaining tenant financially qualifies to lease the property.
- All parties have signed the amendment.
- The \$75.00 leasing processing fee has been paid.

Any questions regarding the removal process should be entered into a tenant conversation on your account & your Tenant Manager will contact you within one business day.