

## **Procedure to Add Tenant to Lease**

**Please read the following procedure to add tenant(s) to your lease.**

1. There is a charge of \$200 per person for adding tenants to the lease.
2. The Application Fee of \$40.00 per additional tenant must be paid to City Park Apartments through either cashier's check or money order. Only after we receive the payment will we move on with tenant addition procedures.
3. Along with the Application Fee(s), please also submit all necessary documentation for additional tenant(s). This includes:
  - a. Application Forms from each tenant
  - b. Notarized Parents' Guarantor Form (or \$500 "No-Parents' Guarantor" Deposit for each tenant who is unable to acquire one)
  - c. Scans of all legal forms of identification that each tenant has:
    - i. Passport
    - ii. Driver's License
    - iii. I-20
    - iv. Student ID
4. Additionally, all existing tenants on the lease must email us at [cityparkusc@gmail.com](mailto:cityparkusc@gmail.com), with official ID attached, stating that they agree to adding the additional tenant(s).
  - a. In the email, please mention:
    - i. the dates of the lease
    - ii. unit and building number
    - iii. names of existing tenants on lease
    - iv. name(s) of tenant(s) you want to add
5. The added tenant(s) must ensure that they read the lease carefully.

If you have any questions, you can email us. Thank you!