

1 Tenant & Rental Information

Tenant Full Name(s):

Rental Address (Unit #):

Phone Number: _____

Email Address: _____

Date of Update Submission (MM/DD/YYYY): _____

2 Type of Update

(Check all that apply)

- ☐ Contact information
- ☐ Additional / removed occupant
- ☐ Emergency contact
- ☐ Vehicle information
- ☐ Pet information
- ☐ Other (please specify):

3 Updated Contact Information (if applicable)

New Phone Number: _____

New Email Address: _____

Preferred Method of Contact:

☐ Phone ☐ Email ☐ Text

4 Occupant Update (if applicable)

☐ New occupant added

☐ Occupant removed

Name of Occupant: _____

Relationship to Tenant: _____

Move-in / Move-out Date: _____

Note: Additional occupants may require landlord approval

5 Emergency Contact (if applicable)

Name: _____

Relationship: _____

Phone Number: _____

Email (optional): _____

6 Vehicle Information (if applicable)

Make / Model: _____

Colour: _____

License Plate Number: _____

Parking Space # (if assigned): _____

7 Pet Information (if applicable)

Type of Pet: _____

Breed / Description: _____

Number of Pets: _____

Approx. Weight (if applicable): _____

Pet approval may be subject to lease terms.

8 Additional Notes (Optional)

 Tenant Declaration & Consent

I confirm that the information provided above is accurate and up to date. I understand that submitting this form does not change the terms of my lease unless confirmed in writing by the landlord.

Tenant Signature: _____

Date: _____