

CHANGE OF SHARED TENANCY NOTICE

PROPERTY: \_\_\_\_\_

This is to confirm that I/we \_\_\_\_\_ am/are the

Insert Name(s)

current lease holder/s of the above property and request a change to the shared tenancy.

\_\_\_\_\_ wish to remain occupants at the property and

Insert Name(s)

\_\_\_\_\_ wish to vacate on \_\_\_\_\_. We request that

Insert Name(s) Date

\_\_\_\_\_ become lease holders  or approved occupants

Insert Name(s)  Tick appropriate box.

CURRENT TENANT/S - I/we agree to the changes as outlined in this notice form.

TENANT/S MOVING OUT - I/we agree that we wish to vacate the property and request that our name be removed from the Tenancy Agreement. I/we will pay rent up to and including the move out date.

NEW TENANT/S - I/we understand that all new occupants must complete a Tenancy Application Form and the Agent must give approval. (Our office will usually advise you within 48 hours). Upon acceptance as a tenant, I/we agree that we will abide by the terms & conditions of the Tenancy Agreement and accept full responsibility for the property. I/we agree to pay the tenant/s moving out our portion of the bond, being \$\_\_\_\_\_ (if applicable). And to sign a change of shared tenancy bond transfer or new lodgement form.

SIGNED Current Tenants \_\_\_\_\_ Date / /

Tenant(s) Moving Out \_\_\_\_\_ Date / /

New Tenant(s) \_\_\_\_\_ Date / /