

Office Use: Date received / /

CHANGE OF SHARED TENANCY NOTICE

PROPERTY: _____

This is to confirm that I/we _____ am/are the

Insert Name(s)

current tenant/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

_____ be listed as a tenant 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 and address any issues relating to the property cleaning or damage that may have arisen during the tenancy.

NEW TENANT/S – I/we understand that all new occupants must complete a tenancy application form and the Agent must grant approval. (Our agency will usually advise you within 48 hours.) Upon acceptance as a tenant, I/we agree that we will abide by the terms and conditions of the Tenancy Agreement (including the original Condition Report) and accept full responsibility for the property. If there are any discrepancies or concerns with the current condition of the property (resulting from the previous tenants) I/we agree to resolve these issues with the tenant/s remaining and the tenant/s vacating to avoid disputes at the end of the tenancy. I/we agree to pay the tenant/s moving out a portion of the bond, being \$_____ (If applicable).

SIGNED Current Tenants _____ Date / /

Tenant(s) Moving Out _____ Date / /

New Tenant(s) _____ Date / /