



Office Use: Date Received / /

CHANGE OF SHARED TENANCY NOTICE

PROPERTY _____

This is to confirm that I/we _____

current lease holders at the above property and wish to share the tenancy agreement.

_____ wish to remain occupants at the property

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 our name to be removed from the tenancy agreement. I/we will pay rent up to and including the move out date. I/we agree to pay the new tenant/s our portion of the bond being \$_____ (if applicable, when transferring bond names).

NEW TENANT/S – I/we understand that a tenancy application form, must be completed by all new occupants and approval must be given by the Agent. (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.

SIGNED Current Tenant/s _____ Date / /

Tenant/s Moving Out _____ Date / /

New Tenant/s _____ Date / /