



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

_____ 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).

SIGNED Current Tenants _____ Date / /

Tenant(s) Moving Out _____ Date / /

New Tenant(s) _____ Date / /