

CHANGE OF TENANT FORM



PROPERTY ADDRESS: _____

DATE: ____/____/____

Please note: You need to allow at least two (2) weeks for the finalisation of changing a tenant.

Current Tenants(s)

Vacating Tenant(s)

New Tenant(s)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Process

1. The change of a tenant has to be approved by all parties, which includes, all tenants and the lessor/agent.
2. No change of tenant will occur while there are monies outstanding such as accounts and rent.
3. The owner does not have to accept any change of tenant.

Vacating Tenant

1. Fill out the change of tenant and bond variation form and return to office as soon as possible.
2. If approved, an **Extension and Variation of Residential Property Lease** document will be provided that all parties, current tenants staying and vacating tenants must sign.
3. A bond variation email will be issued by the Department of Commerce for you all to approve.

Adding a New Tenant

1. Fill out the change of tenant document and provide the application form to the office as soon as possible.
2. It is against the Residential Tenancies Act for allow the new tenant to move into the property without consent from the Lessor/Agent
3. If approved, **Extension and Variation of Residential Property Lease** document will be provided that all parties, current tenants staying, vacating tenants and the new tenant must sign.
4. A bond variation email will be issued by the Department of Commerce for you all to approve.
5. The new applicant must book an appointment to bring the relevant documents into the office so the new tenant can read the lease agreement.

Vacating Tenant

I/we _____ (vacating tenants name) hereby request to be removed off the Lease Agreement for the above property.

Vacating Date: _____ / _____ / _____ @ 4pm.

I/we acknowledge that any bond refunds are to be carried out internally between the tenants and RWR Real Estate will not refund any portions of the bond.

I/we acknowledge that the bond variation form that is attached to this is to remove my name from the current bond.

Signed: (Vacating Tenant) _____ Date: ____/____/____

Signed: (Vacating Tenant) _____ Date: ____/____/____

Confirmation From Existing Tenant(s)

I/we _____ (current tenant/s name) hereby agree to have the above vacating tenants removed from the Lease Agreement.

I/we acknowledge that any bond refunds are to be carried out internally between the tenants and RWR Real Estate will not refund any portions of the bond.

I/we acknowledge that once removing the vacating tenant from the Lease Agreement, any existing or new tenant damage, rent, and all other Lease conditions will be our responsibility and the existing tenants are jointly and severally responsible for the premises.

Signed: (Existing Tenant) _____ Date: ____/____/____

Signed: (Existing Tenant) _____ Date: ____/____/____

Signed: (Existing Tenant) _____ Date: ____/____/____

Approved By Owner/Agent (OFFICE ONLY)

Date Approved: _____ / _____ / _____

By: _____

Confirmed with PM Head Of Department: ____/____/____

Signed: _____

Documents Received:

- Change of Tenant
- Bond Variation Completed in Bonds Online
- Extension and Variation of Residential Property Lease

Print Confirmation / Change Contact details in REST & Save / Send copy of Variation of Lease to All Parties

Signed: _____ Date: ____/____/____

New Tenant

I/we _____ (new tenant/s name) wish to apply to be residing at the above premises.

Added to Lease Date if Approved: ____/____/____ / Next Available Date / TBA

I/we acknowledge that this is subject to our application being accepted by the Lessor.

Should the Lessor accept you as a tenant, we acknowledge that once added to the Lease Agreement we are jointly and severally responsible for the premises, rent, the current state of the property vs the Property Condition Report and all other Lease conditions.

I/we acknowledge that the bond variation form attached will put our name on the bond and all parties will need to sign the bond release form at the expiration of the Lease Agreement.

Signed: (New Tenant) _____ Date: ____/____/____

Signed: (New Tenant) _____ Date: ____/____/____

Confirmation From Existing Tenant(s)

I/we _____ (current tenant/s name) hereby agree to have the above new tenants on the current and future Lease Agreement(s).

I/we acknowledge that any bond refunds/payments are to be carried out internally between the tenants and RWR Real Estate will not refund any portions of the bond. We acknowledge that the bond variation form will now include the new tenants details and all parties are to sign the bond release once the lease have been terminated.

Signed: (Existing Tenant) _____ Date: ____/____/____

Signed: (Existing Tenant) _____ Date: ____/____/____

Signed: (Existing Tenant) _____ Date: ____/____/____

Approved By Owner/Agent (OFFICE ONLY)

Date Approved: ____/____/____

By: _____

Confirmed with PM Head Of Department: ____/____/____

Signed: _____

Documents Received:

- Application Form**
- Change of Tenant**
- Bond Variation Completed in Bonds Online**
- Extension and Variation of Residential Property Lease**

Print Confirmation / Change Contact details in REST & Save / Send copy of Variation of Lease to All Parties

Signed: _____ Date: ____/____/____