

Office Use: Date received / /

CHANGE OF SHARED RENTAL AGREEMENT NOTICE

PROPERTY: _____

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

Insert Name(s)

current renter/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 RENTER/S - I/we agree to the changes as outlined in this notice form.

CURRENT RENTER/S - I/we agree to reimburse the RRP the cost incurred of \$110.00 for the changeover in renters

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

NEW RENTER/S - I/we understand that all new occupants must complete a rental application form, provide Photo ID & any other necessary documents that will assist us in putting your request forward to the RRP, approval is required before you move into the property. (Our office will usually advise you within 48 hours). Upon acceptance as a renter, I/we agree that we will abide by the terms & conditions of the Rental 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 Renters _____ Date / /

Renter(s) Moving Out _____ Date / /

New Renter(s) _____ Date / /