

LEASE ASSIGNMENT FORM

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Pursuant to the current Tenant's request to have their Tenancy Agreement assigned to Replacement Tenant(s), the following fully completed and signed documents must be returned to our office to be ratified.

1. Completed Application for EACH NEW Occupant, ID requirements & Proof of Income;
 2. The Request to Assign Lease Document signed by all parties which will transfer the names on the Lease;
 3. The RTBA Tenant Transfer which will transfer the names on the Bond held by the RTBA.
- The Landlord or their Agent must sign this form for the Lease Assignment to be approved.

Property Address: _____

Date: _____

Continuing Tenants: _____

Dates of Birth: _____

Continuing Tenant/s – I/we agree to the changes as outlined in this notice form and we agree to pay the water usage and give managing agent the authority to pass on my/our information to the relevant Water Authority of the change in account holders. We acknowledge having provided a copy of the condition report to the New Tenant/s

Vacating Tenants: _____

Vacating Date: _____

Dates of Birth: _____

Vacating Tenants – I/we agree that we wish to vacate the property and request that our name/s to be removed from the tenancy agreement. I/we will pay rent up to and including the vacate date and I/we agree to contact all authorities (water, electricity and gas, as applicable) in relation to billing. Managing agent take no responsibility for this.

Incoming Tenants: _____

Commencement Date: _____

Dates of Birth: _____

Incoming Tenants – I/we understand that approval must be given by the Landlord. Upon acceptance, I/we agree that we will abide by the terms and conditions of the Tenancy Agreement and accept full responsibility for the property and further agree to pay the water usage and give Managing Agent the authority to pass on my/our information to the relevant water authority of the change in the account holders. We understand as tenants transferring on to the lease, will be held liable for any damages to the premises at the termination of the lease.

I/We hereby acknowledge receiving a copy of the condition report provided to the original tenants at the commencement of their lease and accept the current condition of the premises as per the original condition report.

Continuing Tenants: _____

Please sign and print name/s

Vacating Tenants: _____

Please sign and print name/s

Incoming Tenants: _____

Please sign and print name/s

Landlord/Agent: _____

Please sign and print name/s