

REQUEST TO CHANGE SHARED TENANCY ARRANGEMENT



Property Address

Suburb

Current lease end date:

This notice is to confirm my/our request to change the existing shared tenancy arrangement at the property we lease.

All Original Tenant Name/s:

Are any tenants vacating?

Yes

No

Vacating Tenant/s Name/s:

When are the outgoing tenant/s vacating?

Are any new tenants wishing to move in?

Yes

No

Additional tenant/s name/s:

Contact numbers and emails for new tenants:

Details/comments:

THIS FORM MUST BE PRINTED AND A SCAN EMAILED, OR POSTED BY MAIL, TO YOUR PROPERTY MANAGER. ALL RELEVANT PARTIES MUST SIGN THIS FORM.

Contact person completing this form(name):

Date:

ALL TENANT MUST SIGN THEIR RELEVANT SECTIONS BELOW

ORIGINAL TENANT/S: I/We agree to the changes as outlined in this notice.

Signatures:

TENANT/S MOVING OUT: I/We agree that we wish to vacate the property and request that our name be removed from the General Tenancy Agreement. I/We will pay rent up to and including the move out date.

Signatures:

NEW TENANT/S: I/We understand that all new occupants must complete a Tenancy Application form and the Agent must confirm approval before new tenant/s move in. Upon acceptance as a tenant, I/We agree that we will abide by the terms and conditions of the General Tenancy Agreement and accept full responsibility for the property. I/We agree to pay the tenant/s moving out our portion of the bond and complete all relevant bond forms with the Agent.

Signatures:

Send the completed form to:
PO Box 4572, Forest Lake QLD 4078
Fax 07 3200 0048
Email propertymanager@infinityproperties.com.au