

# Change of Shared Tenancy Form

**Office Use:**

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

**Property:** \_\_\_\_\_

This is to confirm that I/we \_\_\_\_\_ am/are the  
current tenant/s of the above property and request a change to the shared tenancy.  
Insert Name(s)

\_\_\_\_\_ wish to remain occupants at the property and  
Insert Name(s)

\_\_\_\_\_ wish to vacate on \_\_\_\_\_. We request that  
Insert Name(s)

\_\_\_\_\_ 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 have no claim to any bond held for the property.

**NEW TENANT/S** - I/we understand that all new occupants must complete a tenancy application form and the Agent must give approval. Upon acceptance as a tenant, I/we agree that we will abide by the terms and conditions of the Tenancy Agreement and accept full responsibility for the property as per the original condition report entered into at the commencement of the original tenancy agreement.

**SIGNED** Current Tenant/s \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant/s Moving Out \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

New Tenant/s \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_