

## TRANSFER OF LEASE – Outgoing Tenants

**PROPERTY:** \_\_\_\_\_

Please list names of outgoing tenant/s below:

1 \_\_\_\_\_ Ph: \_\_\_\_\_

2 \_\_\_\_\_ Ph: \_\_\_\_\_

3 \_\_\_\_\_ Ph: \_\_\_\_\_

I/We no longer wish to reside at the above property and request that I/we be released from the lease agreement dated / / . I/We request that my / our rights and responsibilities to the lease agreement and bond be surrendered.

Before my / our rights and responsibilities to the lease agreement may be surrendered, I/ we understand that the following must be completed.

- My / Our replacement tenants must first complete an application form which **MUST** be approved by the Landlord.
- Forwarding address and contact details for all outgoing tenants must be listed below.

### TENANT 1

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

### TENANT 2

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

### TENANT 3

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

## TRANSFER OF LEASE – Incoming Tenants

**PROPERTY:** \_\_\_\_\_

Please list names of incoming tenant/s below:

1 \_\_\_\_\_ Ph: \_\_\_\_\_

2 \_\_\_\_\_ Ph: \_\_\_\_\_

3 \_\_\_\_\_ Ph: \_\_\_\_\_

I/We wish to add our names to the tenancy of the above property. I / we agree to the following prior to any transfer of tenancy taking place:

- I/We hereby acknowledge that I/We are to complete an application form which **MUST** be approved by the Landlord prior to any transfer of tenancy taking place.
- I/We hereby agree to abide by all the rights and responsibilities of the original lease agreement.
- I/We hereby accept the condition of the property as per the condition report dated / / .

### TENANT 1

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

### TENANT 2

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

### TENANT 3

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_