

Tenant Vacate / Change of Lease Form

****This form is only to be used to change the details on an existing lease**

Property Address.....

Tenant/s Staying on

Tenant/s Vacating

Current Lease Termination Date.....

I / We.....

agree & understand that I / We take full responsibility of the signed Lease Conditions & Current Condition Report in place. I/We also agree to pay the charge of \$110.00 incl GST.

If any damage has occurred & was not noted on the Ingoing Report, I understand this is my responsibility to rectify at my own cost at the end of the tenancy.

Tenant Signatures:

Tenant/s Staying On

Tenant/ s Vacating

OFFICE USE ONLY:

- ☐ Tenant informed of \$110.00 charge
- ☐ Landlord called and notified of the change
- ☐ All tenants to sign a bond transfer form
- ☐ New leases to be drawn up – (if required)
- ☐ Appointment made with tenants to sign new lease – (if required)
- ☐ Tenant file amended in Console