

Your logo & details will be entered here

**FORM 8B - CL10**

Office Use: Date received / /

## CHANGE OF SHARED TENANCY NOTICE

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

This is to confirm that I/we \_\_\_\_\_ are the  
current lease holders at the above \_\_\_\_\_

All forms highlight your office and legislation requirements, reducing the need for training

All checklists, forms & letters are coded - i.e. to process FORM 8B refer to (Checklist) CL10

\_\_\_\_\_ wish to remain occupants at the property

Insert Name(s)

\_\_\_\_\_ wish to vacate on \_\_\_\_\_ . We request that

Insert Name(s)

Date

\_\_\_\_\_ 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 our name to be removed from the tenancy agreement. I/we will pay rent up to and including the move out date. I/we agree to pay the new tenant/s our portion of the bond being \$\_\_\_\_\_ (if applicable, when transferring bond names).

NEW TENANT/S – I/we understand that a tenancy application form, must be completed by all new occupants and approval must be given by the Agent. (Our office will usually advise you within 48 hours). Upon acceptance as a tenant I/we agree that we will abide by the terms & conditions of the Tenancy Agreement and accept full responsibility for the property.

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

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

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

Track and monitor system changes