

# Tenancy Transfer Form

PROPERTY MANAGER	<input type="text"/>
TENANT/S	<input type="text"/>
PROPERTY ADDRESS	<input type="text"/>
TRANSFER DATE	<input type="text"/>

## Ingoing & Continuing Tenant/s:

I/We agree to inherit all responsibilities for the tenancy at the above mentioned property. I can confirm I am in receipt of all property keys and remotes and accept that the entry condition report as being true and correct. I request that the bond be transferred accordingly.

Only the people originally included on your application and approved by the rental provider are allowed to reside at the property permanently. Should you wish to add or remove someone from a lease this must be requested in writing and submitted to the rental provider for approval (people being added will be required to fill out an application form). **Should the changes be accepted a Bond transfer will need to be completed and a renter transfer fee of \$55 including gst will be applicable.**

NAME:	<input type="text"/>	NAME:	<input type="text"/>
DATE:	<input type="text"/>	DATE:	<input type="text"/>
SIGNATURE:	<input type="text"/>	SIGNATURE:	<input type="text"/>

## Outgoing Tenant/s:

I/We confirm that I/We will no longer be residing in the above mentioned property and request to relinquish all tenancy responsibilities. All keys and remotes have been passed over to the continuing/ingoining tenant/s and they have been supplied with a copy of the entry condition report. I also acknowledge that the ingoining and/or continuing tenant/s have paid my entitlement of the bond and request that the bond be transferred accordingly.

NAME:	<input type="text"/>	NAME:	<input type="text"/>
DATE:	<input type="text"/>	DATE:	<input type="text"/>
SIGNATURE:	<input type="text"/>	SIGNATURE:	<input type="text"/>