

# Change of Tenants

Property Address: \_\_\_\_\_

Start date of current tenancy agreement: \_\_\_\_\_

End date of current tenancy agreement: \_\_\_\_\_

Date amendments are to take effect: \_\_\_\_\_

## REMAINING TENANT/S

NAME	SIGNATURE	DATE

Print name, sign and date to acknowledge acceptance of changes to the current tenancy agreement.

## VACATING TENANT/S

NAME	SIGNATURE	DATE

Print name, sign and date to acknowledge acceptance of changes to the current tenancy agreement.

## INCOMING TENANT/S

NAME	SIGNATURE	DATE

Print name, sign and date to acknowledge acceptance of the original entry condition report and existing terms of the tenancy agreement and to confirm receipt of the entry condition report and supporting photographs.

## OFFICE USE ONLY:

<ul style="list-style-type: none"> <li><input type="checkbox"/> All tenants have signed a RTA Form 6 – Change of bond contributors</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advised lessor/s of change and obtained approval</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Outgoing tenants have completed a RTA Form 13 – Notice of intention to vacate</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pool safety certificate in place and a copy provided to new tenant/s</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Tenant ledger provided to all tenants</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sherlock Software updated with new tenant information</li> </ul>

Agent signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN COMPLETED TO [rentals@inspirerealestate.com.au](mailto:rentals@inspirerealestate.com.au) fax 07 3423 7580 or 76 Garro Street  
SUNNYBANK HILLS QLD 4109