



# CHANGE OF SHARED TENANCY ARRANGEMENT

RENTAL BOND NUMBER

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## 1 TENANCY DETAILS

Address of  
rented  
premises

	<i>Postcode</i>

### OFFICE USE ONLY

Approved by

## 2 PREVIOUS TENANT/S

All tenants **currently** registered with our office for this bond must complete this section.

	First Name	Family Name	Phone No.
1.			( )
2.			( )
3.			( )
4.			( )

Signature/s


## 3 NEW TENANT/S

All tenants **now to be** registered with our office for this bond must complete this section.

	First Name	Family Name	Phone No.
1.			( )
2.			( )
3.			( )
4.			( )

Signature/s




## 4 LANDLORD / MANAGING AGENT APPROVAL

Name

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Address

	<i>Postcode</i>

Phone No.

<i>Work</i>	<i>Home</i>
( )	( )

Signature  
of landlord/  
managing  
agent

	/ /

### RENTING SERVICES

4th Floor, 234 Sussex Street, Sydney NSW 2000  
 Locked Bag 19, Darlinghurst NSW 2010

Phone: (02) 9377 9000 or 1800 422 021 (outside Sydney) Fax: (02) 9283 1508 or 1800 803 655 (outside Sydney)

www.fairtrading.nsw.gov.au



## RENTING SERVICES

Level 4, 234 Sussex St. Sydney

**HOURS:** 8.30 am - 5.00 pm Monday to Friday

**TELEPHONE: Rental Bond Information:**

(02) 9377 9000 / 1800 422 021 (outside Sydney)

**Aboriginal Tenancy Service:**

(02) 9377 9200 / 1800 500 330 (outside Sydney)

**TTY:** (02) 9377 9099

**FACSIMILE:** (02) 9283 1490 / 1800 803 655 (outside Sydney)

[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### 1. Rental Bond Number

The Rental Bond Number must be shown on this form. Failure to show this number may result in unnecessary delay in the processing of change of shared tenancy arrangement details.

### 2. Previous Tenants

This section **MUST** be signed by all of the tenants currently registered with Renting Services.

### 3. New Tenant/s

This section **MUST** be signed by all of the remaining and new tenants now to be registered for this bond.

### 4. Landlord/Managing Agent

The current landlord or managing agent **MUST** approve the change of shared tenancy arrangement by signing in this section.

### 5. Disclosure of Information

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.

#### **Important Information**

- Outgoing tenants - **DO NOT** sign this form until you have received your money from the other tenant/s.
- At least one of the original tenants must continue in occupation.
- This form cannot be used if the Department of Housing contributed to the original bond.
- This form is not a substitute for a new Residential Tenancy Agreement.
- Delays in notifying Renting Services of changes in tenancy details can cause inconvenience when claiming refunds of rental bonds.