



ADD TO LEASE PACK

What is required to be ADDED TO LEASE?

1. Tenancy Application to be filled out in full by person applying to reside at premises – 100 Points of I.D required
2. If person being added to lease would like their name on the bond, a Form 6 Change of Shared bond form is to be filled out in full by all existing occupants and person applying – all monies for this are to be sorted between tenants, this form will simply change the names and amounts contributed at the RTA
3. Once all documentation is signed and processed we will then take your application to the owner for approval/decline, should you be **approved**, we will then send the Form 6 Change of Shared Bond form to the RTA – this will take up to 6 weeks to process. You will receive a letter in the mail stating the changes made, once received please bring into John Gribbin Realty Pty Ltd so changes can be made on our system. Should this not be accepted by the RTA, the Form 6 will need to be redone? Please make sure you correct this if this is the case. We will not be informed by the RTA; **this is your responsibility to follow up as a tenant.**
Should the applicant be **declined**, they will not be allowed to reside at the premises. If we feel that they are residing at the property un-approved Notice to Remedy Breach will be issued. We may also conduct and inspection to ensure only approved occupants are residing at the premises. **(the add or remove from lease is not complete until an amended lease is signed by all new and existing lease holders)**
4. An amended lease will be written up for all existing and new lease holders to sign.
5. The lease holder/s being added to the lease are to sign letter of approval - tenant approval of original condition report.
6. **Admin Cost of ½ weeks rent + GST is to be paid before the commencement of any application processing**

Please note that without all the required paperwork filled out and signed by all parties involved we are unable to process your request.

The address -.....

Tenants to be Added

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Remaining tenants

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____