



REMOVE FROM LEASE PACK

What is required to be REMOVED FROM LEASE?

1. Existing tenant requesting to be removed from lease is required to fill out a Form 13 - Notice of Intention to Leave.
2. **If your bond is a bond loan with the Department of Housing & Public Works – you must proceed as follows.**
 - Contact the Department of Housing & Public Works
 - Apply to have your loan finalised with this department
 - Supply the required paperwork to John Gribbin Realty to say this has been approved
3. All remaining and to be added lease holders at the property are to sign below indicating, they approve and agree for these changes.
4. It is then up to all tenants to fill out a Form 6 Change of Shared bond. All monies for this are to be sorted between tenants, this form will simply change the names and amounts contributed at the RTA
5. **All existing tenants are required to provide** our agency with their 2 most recent pay slips, to ensure you can afford the property without the help of the tenant vacating. (30% of your net income)
6. Once all documentation is signed and processed, we will then take your request to the owner for approval/decline, should the request 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.**
7. Should the request to be removed be **declined**, the person requesting to vacate will still be responsible for the property and rental payments until such time as all parties vacate or until a new tenant is found in their place and approved by the owner.
8. An amended lease will be written up for all existing and new lease holders to sign.
(the add or remove from lease is not complete until an amended lease is signed by all new and existing lease holders)
9. **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 removed

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Remaining tenants

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____