

RENTER TRANSFER FACT SHEET

Every now and then a renter named on the tenancy agreement wishes to move from the property with other named renter wishing to remain.

So now what?

It is important to notify LJ Hooker as soon as the situation arises. Renters moving can be removed from a tenancy agreement when all remaining renters agree to take on the responsibility of the remaining term.

Paperwork to be completed

Once you have notified LJ Hooker Paynesville, we will email you the forms that all current named renter must complete with a **matter of urgency**.

Namely:

- Renter name removal form
- Transfer of bond form
- Payment of \$110.00 inc GST for the administration charge

It is your responsibility as the renters to have these forms returned swiftly to your Property Manager for processing.

Why is this process so important?

If the outgoing renters are not removed from the agreement at the time of the move, they remain responsible for the property and the rental payments.

When the final renters do leave the property, it can be difficult to have the bond returned to them if they are no longer in contact with the renter who has moved. All parties registered for the bond must approve its release without a VCAT order.

What if we want to add new names to the tenancy agreement?

It is possible to have new names added to the tenancy agreement with the owner's permission and an approved application process.

Should you wish you sub-lease, it must also be approved by the owner so please put all your requests in writing. Any approved sub-letter, not added to the tenancy agreement, will be the full responsibility of the named renters. LJ Hooker Paynesville requires an application form from a sub-letter for information purposes only.

