

CHANGING TENANTS ON A LEASE

Black & Young Property Management

Adding an Additional Tenant

If the tenants listed on a General Tenancy Agreement would like an additional tenant added to the General Tenancy Agreement, all NEW occupants must submit an application to Black & Young Real Estate. Download the Rental Application from this website ([click here](#)) and submit to pm@blackandyoung.com.au . Black & Young will then seek approval from the owner to allow changes to the General Tenancy Agreement.

Please note: Failure to submit an Application prior to a tenant moving into a property is a breach of the standard terms of the General Tenancy Agreement.

Once the lessor has approved the change in tenants, Black & Young Real Estate will provide the following forms for the tenants to sign:

Change of Tenants Named on Tenancy Agreement

Black & Young will provide the form – Change of Tenants named on the Tenancy Agreement for all incoming and outgoing tenants to sign. Once all parties have signed, Black & Young will execute this form and provide to all parties for your records. The new tenants can then arrange to move into the property.

Change of Shared Bond Arrangement (Form 6)

Black & Young will provide the Form – The original bond held by the Residential Tenancies Authority (RTA) remains at the RTA. Tenants must exchange bond money through mutual agreements. Once tenants exchange funds, all parties must sign off on the change of bond money using the RTA Form 6. Black & Young will provide this form to you.

Replacing a Tenant (One Tenant Moving Out – New Tenant Moving In)

If a tenant would like to vacate during the Fixed Term of a tenancy but all occupants are not vacating, all NEW occupants must submit an application for Black & Young to process. Download (on our website) and fill out your Rental Application and submit to pm@blackandyoung.com.au. Black & Young will then seek approval from the owner to allow changes to the General Tenancy Agreement.

Please note: Failure to submit an Application prior to a tenant moving into a property is a breach of the standard terms of the General Tenancy Agreement. Once the lessor has approved the change in tenants, Black & Young will provide the following forms for the tenants to sign:

Change of Tenants Named on Tenancy Agreement

Black & Young will provide the form – Change of Tenants Named on Tenancy Agreement for all incoming and outgoing tenants to sign. Once all parties have signed, Black & Young will execute this form and provide to all parties for your records. The new tenants can then arrange to move into the property.

Change of Shared Bond Arrangement (Form 6)

Black & Young will provide the form – The original bond held by the Residential Tenancies Authority (RTA) remains at the RTA. Tenants must exchange bond money through mutual agreements. Once tenants exchange funds, all parties must sign off on the change of bond money using the RTA Form 6. Black & Young will provide this form to you if required.

Removing a Tenant (One Tenant Moving Out – Not Being Replaced)

The vacating tenant will need to provide their intended Vacate date in writing to Black & Young. Once this has been received, Black & Young will seek approval from the owner of the property. Once Black & Young has received approval for the tenancy change from the owner, Black & Young

will provide approval in writing to all tenants along with the following forms:

Change of Tenants Named on Tenancy Agreement

Black & Young will provide the form – Change of Tenants Named on Tenancy Agreement for all incoming and outgoing tenants to sign. Once all parties have signed, Black & Young will execute this form and provide to all parties for your records.

Change of Shared Bond Arrangement (Form 6)

Black & Young will provide the form – The original bond held by the Residential Tenancies Authority (RTA) remains at the RTA. Tenants must exchange bond money through mutual agreements. Once tenants exchange funds, all parties must sign off on the change of bond money using the RTA Form 6. Black & Young will provide this form to you if required.

Note: The outgoing (vacating) tenant will still be responsible for the property (with the other occupants) until the Change of Tenants Named on Tenancy Agreement form is returned and executed by Black & Young.

Removing All Tenants

This is considered a Break Lease. Please contact your property manager directly for further information.