

Change of Named Tenant

Fact Sheet

Every now and then a tenant named on a tenancy agreement wishes to move from the property with other named tenants wanting to remain.

So now what?

It is important to notify TLC Real Estate as soon as this situation arises. It is a TLC Real Estate policy that we cannot add new names to agreements but tenants moving can be removed from a Tenancy Agreement when all remaining tenants agree to take on the responsibility of the remaining term.

Paperwork to be completed

Once you have noticed TLC Real Estate we will email/send you the forms that all current named tenants must complete with a **matter of urgency** namely:

- Tenant name removal form
- Transfer of bond form
- Direct debit form (as required)
- **Payment of \$165 for the administration charge**

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

Why is this process so important?

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

When the final tenants do leave the property it can be difficult to have the bond returned to them if they are no longer in contact with the tenant who has moved. All parties registered to the bond must sign for its release.

What if we want to add new names to the Tenancy Agreement?

We do not add new names to your tenancy agreement. This is to protect all parties involved.

If we wish for someone to take over your property in full we require an application form from the new occupant so we can process their application

