

TENANT CHANGE TO GENERAL TENANCY AGREEMENT

Attach to RTA Form 6 Change of Shared Bond Arrangement.

This form is to be completed by all remaining, ingoing and, outgoing Tenants.

PROPERTY ADDRESS				
EXISTING AGREEMENT				
Date of Existing Agreement				
TENANT NAME				
LESSOR NAME				
NEW AGREEMENT				
Date Amendments to Take Effect				
New Terms or Special Terms to be added to Existing Agreement				
TENANT/S – to be ADDED to existing Agreement				
<i>Print name, sign and date to acknowledge acceptance of the original Entry Condition Report and existing terms of the General Tenancy and to confirm receipt of a copy of the Entry Condition Report. If 4 + Tenants please attach additional information. Also print name and sign of acceptance of the original Entry Condition Report on the copy provided.</i>				
Details	Tenant 1	Tenant 2	Tenant 3	Witness
Name				
Signature				
Date				
TENANT/S – to be REMOVED from existing Agreement				
<i>Print name, sign and date to acknowledge acceptance of changes to the Tenancy Agreement: If 4 + Tenants please attach additional information.</i>				
Details	Tenant 1	Tenant 2	Tenant 3	Witness
Name				
Signature				
Date				
TENANT/S – to REMAIN on existing Agreement				
<i>Print name, sign and date to acknowledge acceptance of changes to the Tenancy Agreement: If 4 + Tenants please attach additional information.</i>				
Details	Tenant 1	Tenant 2	Tenant 3	Witness
Name				
Signature				
Date				

AGENCY USE	
Staff Name	<input type="checkbox"/> Computer - names changed and match the changeover date <input type="checkbox"/> Tenant Ledger printed and filed <input type="checkbox"/> Outgoing Tenant has completed RTA Form 13 <input type="checkbox"/> All parties have signed RTA Form 6 <input type="checkbox"/> Advise Lessor using CHA03 or CHA04
Signature	INGOING TENANTS – received copies of the following documents <input type="checkbox"/> General Tenancy Agreement <input type="checkbox"/> RTA Form 17a <input type="checkbox"/> Original Terms and Conditions <input type="checkbox"/> Signed Original Entry Condition Report <input type="checkbox"/> Original copy of Keys and access items <input type="checkbox"/> RTA Fact Sheet – Water Charging
Date	