

TENANCY ASSIGNMENT REQUEST TO LANDLORD

Date _____

Property _____

Current Tenants _____

I/we the above mentioned tenant's request to assign the rental occupancy of the above property.

PLEASE PRINT:

Continuing tenants _____

Outgoing tenants _____

New tenants _____

Date Tenancy Assignment to commence _____

(All prospective **new tenants** must complete an application form with all relevant documentation attached for consideration by the Landlord. All **continuing Tenants** must provide proof of income to determine financial viability.)

All parties to the tenancy agreement, in relation to the above property, understand that we are jointly and severally liable for the term of the tenancy agreement, until such time as one or all parties terminate the contract as relevant under the Residential Tenancies Act 1997 or by mutual consent.

We understand that before the Assignment can take place, the Landlord must consent to the Assignment, and understand that we must reimburse the Landlord all fees and costs associated with the Assignment, as allowed under Section 84(3) of the Residential Tenancies Act 1997. These costs are as follows:

\$130 (inc GST) for administration costs

National Tenancy Database check for ingoing tenants (charged at current rates)

The tenants acknowledge that paperwork to transfer the Bond can be supplied by this office, but we cannot take any responsibility for the exchange of money between ingoing and outgoing tenants

Signed continuing tenants _____

Signed outgoing tenants _____

Signed new tenants _____