

**REQUEST TO ASSIGN LEASE (E214B)**

Pursuant to the current Tenant's request to have their Tenancy Agreement assigned to Replacement Tenant(s), the following fully completed and signed documents must be returned to our office to be ratified.

1. **Completed Application & Direct Debit Form** for EACH NEW Occupant, ID requirements & Proof of Income;
2. **The Request to Assign Lease Document signed by all parties** which will transfer the names on the Lease;
3. **The RTBA Tenant Transfer** which will transfer the names on the Bond held by the RTBA.

The Landlord or their Agent must sign this form for the Lease Assignment to be approved.

Date: \_\_\_/\_\_\_/\_\_\_ Address: \_\_\_\_\_

Continuing Tenants: \_\_\_\_\_  
Please print name/s

Dates of Birth \_\_\_\_\_

Vacating Tenants: \_\_\_\_\_ Vacating Date \_\_\_/\_\_\_/\_\_\_  
Please print name/s

Dates of Birth \_\_\_\_\_

Incoming Tenants: \_\_\_\_\_ Commencement Date \_\_\_/\_\_\_/\_\_\_  
Please print name/s

Dates of Birth : \_\_\_\_\_

**Continuing Tenant/s** – I/we agree to the changes as outlined in this notice form and we agree to pay the water usage and give MICM the authority to pass on my/our information to the relevant Water Authority of the change in account holders. We acknowledge having provided a copy of the condition report to the New Tenant/s

**Outgoing Tenants** – I/we agree that we wish to vacate the property and request that our name/s to be removed from the tenancy agreement. I/we will pay rent up to and including the vacate date and I/we agree to contact all authorities (water, electricity and gas, as applicable) in relation to billing. MICM take no responsibility for this.

**Incoming Tenants** – I/we understand that approval must be given by the Landlord. Upon acceptance, I/we agree that we will abide by the terms and conditions of the Tenancy Agreement and accept full responsibility for the property and further agree to pay the water usage and give MICM the authority to pass on my/our information to the relevant water authority of the change in the account holders. We understand as tenants transferring on to the lease, will be held liable for any damages to the premises at the termination of the lease.

I/We agree to pay the Tenant/s moving out our portion of the bond being \$ \_\_\_\_\_

**Please note that no funds should be transferred between parties until the acceptance of the Lease Assignment documents by the Landlord.**

**I/We agree that in accordance with the Residential Tenancies Act 1997, Section 84 (3), a Lease Preparation fee of \$265.00 will apply for each Tenant Transfer conducted during the term of a tenancy. I/We further acknowledge and agree that should I/We be transferring out of a MICM managed property into another MICM managed property that \$265 will apply to each transfer.**

**I/We confirm \_\_\_\_\_ will pay the \$265.00 This fee must be paid with the next rental payment after execution of the documents. \*Note: Only 2 transfers are permitted per 12 months\***

I/We hereby acknowledge receiving a copy of the condition report provided to the original tenants at the commencement of their lease and accept the current condition of the premises as per the original condition report. **SIGNED:**

**Continuing Tenant/s** \_\_\_\_\_  
Please sign and print name/s

**Outgoing Tenant/s** \_\_\_\_\_  
Please sign and print name/s

**Incoming Tenant/s** \_\_\_\_\_  
Please sign and print name/s

**Signed on behalf of Landlord** \_\_\_\_\_  
MICM Stamp & Property Manager to sign