

Tenancy Change of Tenant Form



This Change of Tenancy Document is to be used to vary the terms of the current Tenancy Agreement, as described below:

Landlord	Bell Cross Robertson Limited
On behalf of: (The Property Owner)	
Tenancy Address	
Name of Tenants on Current Tenancy Agreement	
Current Tenancy began	
Date from which this change shall apply:	
Name of Tenant moving out:	
Name of New Tenant moving in:	

It is agreed between all the Tenants named on this Change of Tenant Document that the *Tenant Moving Out* shall from be entitled to be removed as a Legal Tenant from the tenancy. The Tenants confirm that they have completed their own inspection of the property, and are satisfied that the *Tenant Moving Out* has:

1. Not caused any damage to the property, or has paid the remaining Tenants sufficient money to fix any damage caused;
2. Contributed toward the cost of any expected expenses due at the end of the tenancy;
3. Paid their share of the rent in full; and
4. Left their share of the property in a clean and tidy manner; and has removed all of their rubbish from the property.

Accordingly, all Tenants warrant that, in signing this Change of Tenant Document, there will be no further claim against the *Tenant Moving Out.*, and that they shall not be liable for any matters relating to this tenancy.

The *New Tenant Moving In* understands that they need to complete a Tenancy Application Form, provide proof of Identity, references, and be approved by the Landlord before the Landlord will agree to sign off on this form. Once signed, it is agreed that the *New Tenant Moving In* shall be added as a Legal Tenant of the tenancy, and will be jointly and severally liable for any debts of the tenancy as from the Date of Change.

BOND: The Tenants will complete a separate Change of Tenant Bond Form, with the *New Tenant Moving In*, or the *Remaining Tenants* if there is no *New Tenant Moving In*, paying the *Tenant Moving Out* their share of the original total Bond. It is the Tenants' responsibility to obtain the signatures for ALL Tenants, before returning the completed form to the Landlord. If any signatures are missing, then the Landlord cannot sign off on it, or send the form to the Bond Centre for processing.

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Signature of Tenant Moving Out

Signature of Tenant Moving In

Signature of all remaining tenants:

Date _____

Signature of Landlord

Date _____

When signed and completed by ALL Tenants, this form, the Change of Tenant Bond form, and supporting documents from the *New Tenant Moving In* should be taken to the offices of Bell Cross Robertson LTD at **242 Papanui Road, Christchurch** or **scanned and emailed to hello@bellcrossroberton.com**. Once everything is in order, this form will be signed below by an authorised representative of Grenadier Accommodation Centre Ltd to formalise the change to the terms of the Tenancy Agreement. Until this form has been signed by ALL parties it shall not be deemed to have any legal effect. A copy of this completed document will be sent to the Property Owner and to the Tenants.