



Melbourne Inner City Management Pty Ltd ABN 39 060 312 012  
 85 Queensbridge Street, Southbank VIC 3006  
 TEL: 9697 8888 FAX: 9697 8880

## REQUEST FOR PERMISSION TO ASSIGN LEASE

***The purpose of this form is to provide written REQUEST to assign a lease. It is not a formal Lease Assignment – Once all documents are received by us and the Landlord has approved the request we will prepare the following documents for signature:***

- 1. The Lease Assignment which will transfer the names on the Lease***
- 2. The Tenant Transfer which will transfer the names on the Bond***

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

Current Tenants: \_\_\_\_\_

Continuing Tenants: \_\_\_\_\_

Vacating Tenants \_\_\_\_\_ Vacating Date \_\_\_/\_\_\_/\_\_\_

Incoming Tenants \_\_\_\_\_

**Continuing Tenant/s** – I/we agree to the changes as outlined in this notice form. 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.

**Incoming Tenants** – I/we understand that a **tenancy application form must be completed by all new occupants** and 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. 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 execution of the Lease Assignment documents.**

***I/We agree that in accordance with the Residential Tenancies Act 1997, Section 84 (3), a Lease Preparation fee of \$165.00 will apply for each Tenant Transfer conducted during the term of a tenancy. 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** \_\_\_\_\_

**Outgoing Tenant/s** \_\_\_\_\_

**Incoming Tenant/s** \_\_\_\_\_