



Fair Trading

RENTING SERVICES

HOURS: 8.30 am - 5.00 pm Monday to Friday
TELEPHONE: Rental Bond Information:
133 220
Aboriginal Tenancy Information:
1800 500 330
TTY 1300 723 404
FACSIMILE: (02) 9280 4613 / 1800 803 655 (outside Sydney)
WEBSITE: www.fairtrading.nsw.gov.au

1. Rental Bond Number

The Rental Bond Number must be shown on this form. Failure to show this number may result in unnecessary delay in the processing of change of shared tenancy arrangement details.

2. Previous Tenants

This section **MUST** be signed by all of the tenants currently registered with Renting Services.

3. New Tenant/s

This section **MUST** be signed by all of the remaining and new tenants now to be registered for this bond.

4. Landlord/Managing Agent

The current landlord or managing agent **MUST** approve the change of shared tenancy arrangement by signing in this section.

5. Disclosure of Information

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.

Important Information

- Outgoing tenants - **DO NOT** sign this form until you have received your money from the other tenant/s.
- At least one of the original tenants must continue in occupation.
- This form cannot be used if the Department of Housing contributed to the original bond.
- This form is not a substitute for a new Residential Tenancy Agreement.
- Delays in notifying Renting Services of changes in tenancy details can cause inconvenience when claiming refunds of rental bonds.