

Address: Level 4, 234 Sussex St., Sydney 2000  
 Postal: Locked Bag 19, Darlinghurst 2010  
 Fax: (02) 377 9057 / 1 800 807 028  
 Phone: (02) 377 9000 / 1 800 42 2021

# CHANGE OF SHARED TENANCY ARRANGEMENT

## 1 TENANCY DETAILS

Read instructions on reverse side before completing form

## RENTAL BOND NUMBER

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Address of rented premises \_\_\_\_\_  
 Postcode \_\_\_\_\_

## 2 PREVIOUS TENANTS

All tenants currently registered with the Office for this bond must complete this section.

## OFFICE USE ONLY

	First names	Family names	Phone Nos.
1.			(    )
2.			(    )
3.			(    )
4.			(    )

Approved by \_\_\_\_\_

Signatures

## 3 NEW TENANTS

All tenants now to be registered with the Office for this bond must complete this section.

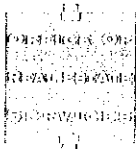
	First names	Family name	Phone Nos.
1.			(    )
2.			(    )
3.			(    )
4.			(    )

Signatures

## 4 LANDLORD/MANAGING AGENT APPROVAL

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Postcode \_\_\_\_\_  
 Phone No. Work (    )                      Home (    )

Signature \_\_\_\_\_ /    / 19



# OFFICE OF REAL ESTATE SERVICES

## Rental Bond Services

**Hours:** 8.30am - 4.30pm Mon - Fri  
**Telephone:** (02) 377 9000 / 1 800 422 021  
**Facsimile:** (02) 377 9057 / 1 800 807 028

### IMPORTANT

- At least one of the original tenants must continue in occupation.
- This form is not a substitute for a new Residential Tenancy Agreement.
- Do not sign this form until you have received your money from the other tenant/s.
- Delays in notifying the Office of changes in tenancy details can cause inconvenience when claiming refunds of rental bonds.
- Further information is contained in the Shared Tenancy Arrangements brochure, available from the Office.

- 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.
- Previous tenants**  
This section **MUST** be signed by all of the tenants *currently* registered with the Office.
- New tenant/s**  
This section **MUST** be signed by all of the tenants in the new arrangement.
- Landlord/Managing Agent**  
The current landlord or managing agent must approve the change of shared tenancy arrangement by signing in this section.

If you have difficulty understanding English, contact the Telephone Interpreter Service on (02) 221 1111 or 1-800 112 477 and they will telephone the Rental Bond Board.

### ARABIC:

إذا كان لديك صعوبة في اللغة الإنجليزية، يرجى الاتصال بخدمات خدمة الترجمة الهاتفية على الرقم (02) 221 1111 أو على الرقم 1 800 112 477. وسوف يقومون هم بالاتصال بـ المجلس الإيجاري.

### CHINESE:

若有語言障礙，請你先聯繫電話傳譯服務處(T.I.S.)，電話是(02)221 1111 或 1-800 112 477。傳譯員能幫助你與房屋押金署(Rental Bond Board)取得聯絡。

### CROATIAN:

Ako se teško sporazumijevate na engleskom, nazovite Službu prevodilaca i tumača (Translating and Interpreting Service) na (02) 211 1111 ili 1-800 112 477 i oni će nazvati Upravu za polog i iznajmljivanje (Rental Bond Board).

### GREEK:

Αν δυσκολευεστε με το Αγγλικο τηλεφωνηστε στην Τηλεφωνικη Υπηρεσια Απερμηγεων (TIS) στον αριθμο (02) 221 1111 η στον αριθμο 1800 112 477 και απο εκει θα τηλεφωνησουν στην Επιτροπη Εγγυησης Ενοικιων (Rental Bond Board)

### ITALIAN:

Se avete difficoltà ad esprimervi nella lingua inglese, contattate il Servizio Interprete Telefonico (Telephone Interpreter Service) chiamando il numero (02) 221 1111 oppure il numero 1-800 112 477 e un operatore telefonerà all'ufficio presso cui si depositano le cauzioni d'affitto (Rental Bond Board).

### MACEDONIAN:

Ако имате тешкотии со англискиот јазик, јавете ѝ се на Телефонската голманска служба на (02) 221-1111 или 1-800 112 477 и тие ќе му јават на Бордот за станарска обврска.

### SERBIAN:

Ако имате потешкоћа с енглеским, назовите Телефонску преводилачку службу на (02) 221 1111 или 1-800 112 477 и они ће телефонирати Завод за станаринске кауције (Rental Bond Board).

### SPANISH:

Si tiene dificultades para comunicarse en inglés, llame al Servicio de Traducción e Interpretación (TIS), números (02) 221 1111 ó 1800 112 477, para que se pongan en contacto con la Oficina de Depósitos de Garantía per Alquileres (Rental Bond Board).

### VIETNAMESE:

Nếu gặp khó khăn về Anh ngữ, hãy liên lạc với Sở Thương Dịch Qua Điện Thoại số (02) 221 1111 hoặc 1 800 112 477, và họ sẽ gọi cho Ủy Ban Giữ Tiền Ký Quý Thuê Nhà.