



DEPARTMENT OF **FAIR TRADING**
NSW Consumer Protection Agency

RENTING SERVICES

HOURS: 8.30am-5.00pm Monday to Friday

TELEPHONE: Rental Bond Information
(02) 9377 9000 / 1800 422 021
Aboriginal Tenancy Service
(02) 9377 9200 / 1800 500 330
TTY: (02) 9377 9099

FACSIMILE: (02) 9283 1508 / 1800 803 655

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.

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.