



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 & 2. Tenancy Details and Tenant/s:

These sections should be completed for confirmation of the rental bond details.

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 Managing Agent/Owner details.

3 & 4. New Owner & New Managing Agent:

Full details should be provided for the new owner and/or new managing agent.

If there is no change in either the landlord or the managing agent registered with our office, write "SAME" in the appropriate section.

5. Approval:

In order for the change of ownership or management to be registered, the approval of the PREVIOUS managing agent or owner registered with our office must be obtained.

6. Disclosure of Information:

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

This form is to be used solely to advise our office of changes in property management by agents and/or change in property ownership by landlords.

Delays in notifying our office of changes in property management or ownership can cause inconvenience when claiming refunds of rental bonds.