



ADD TO LEASE PACK

What is required to be ADDED TO LEASE?

1. Application to be filled out in full by person applying to reside at premises – 100 Points of I.D required
2. If person being added to lease would like their name on the bond, a Form 6 Change of Shared bond form is to be filled out in full by all existing occupants and person applying – all monies for this are to be sorted between tenants, this form will simply change the names and amounts contributed at the RTA
3. Once all documentation is signed and processed we will then take your application to the owner for approval/decline, should you be **approved**, we will then send the Form 6 Change of Shared Bond form to the RTA – this will take up to 6 weeks to process. You will receive a letter in the mail stating the changes made, once received please bring into John Gribbin Realty Pty Ltd so changes can be made on our system. Should this not be accepted by the RTA, the Form 6 will need to be redone? Please make sure you correct this if this is the case. We will not be informed by the RTA; ***this is your responsibility to follow up as a tenant.***
4. Should the applicant be **declined**, they will not be allowed to reside at the premises. If we feel that they are residing at the property un-approved Notice to Remedy Breach will be issued. We may also conduct an inspection to ensure only approved occupants are residing at the premises.

Please note that without all the required paperwork filled out and signed by all parties involved we are unable to process your request.

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature