



**MEMORANDUM OF VARIATION TO EXISTING RESIDENTIAL TENANCY AGREEMENT**

**NAME CHANGE ON LEASE REQUEST:**

[www.empm.com.au](http://www.empm.com.au)

(Email: [admin@empm.com.au](mailto:admin@empm.com.au) or hand in at Shop 8/452 Stuart Highway, COOLALINGA NT 0839)

**Current Tenant/s full name/s:** .....

**Property:** .....

**Lease Start date:** ..... **Expires:** .....

**Rent:** .....per week – fortnight – month **Bond held:** \$

**Postal address:** .....

**ADDITIONAL NAME / REMOVAL OF NAME- TO ORIGINAL LEASE**  
**(Please circle applicable)**

I/we the tenant/s at the above property request permission from the Owner for the following changes to the existing Lease:

Occupant/s name-                      Add / Remove  
Tenant/s name-                      Add / Remove (application to be submitted if adding a new Tenant)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I/we acknowledge that the Owner has the right to refuse this request.

\*please provide a contact number for any new occupants and any new Tenants are to complete a TICA application form + provide 100 points of identification.

**Tenant/s:**

I/we also confirm the security deposit held in trust by Elaine Mills Property Management to be disbursed in the following name(s) at the end of this lease; pending any outstanding issues at the final inspection.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

I/we acknowledge that the above person/s having their name(s) added /removed from the existing lease on the above premises accept full responsibility/relinquish responsibility for the property condition report and terms of the existing lease.

1. Name:..... Signature:.....                      2. Name:..... Signature:.....
3. Name:..... Signature:.....
4. OTHER/S: Name:..... Signature:..... Date:.....

Agent signature:..... Date:.....

**(This change in Tenants / Occupants names to the Residential Tenancy Agreement is not valid until an Agent has signed on behalf of the Owner/s: «OwnerLastName»)**

Shop 8/452 Stuart Highway, COOLALINGA NT 0839 - P O BOX 1525, COOLALINGA NT 0839

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