



Change of Tenant

Please see below regarding your change of tenancy agreement to reflect one of the three options below:

1. One tenant is leaving and one tenant is wanting to move in;
2. One tenant is leaving and not being replaced; or
3. One tenant is wanting to move in.

In all cases, the first step is to have the suitable applicant/existing or remaining tenants complete an application form via <https://www.2apply.com.au/agency?n=MyMorris&form=0>. Please see below specifics for each unique circumstance:

Option 1 – Vacating Tenant Being Replaced

Once the owner has agreed that the incoming tenant meets the same standard of rental history and capacity to pay rent as the outgoing tenant as well as their ability to maintain the standard of cleanliness as well as you have previously maintained it you will receive an email from Docusign with an amendment to the current lease agreement for all parties to sign.

Please note that the document you will be signing has the following conditions:

- The Tenancy Agreement is amended as follows:
- The outgoing tenants will vacate the property on one date and the ingoing tenant will take occupancy on the following day
- The ingoing tenant accepts that the property is in the condition listed on the ingoing report received by the listed tenants
- when they moved in and they upon taking occupancy of the premises he accepts liability for any differences between the property's original condition and the condition in which it is returned
- The ingoing tenant accepts that they are responsible jointly and severally liable for the return of all keys listed on the original document and key receipt
- All parties agree that the bond currently lodged with rental bonds will be refunded in full to the agency who will relodge the bond under the new tenants names

Option 2 – Tenant Vacating with No Replacement

Once the owner has agreed that the remaining tenant/s can maintain the same standard of rental history and capacity to pay rent without the outgoing tenant as well as their ability to maintain the standard of cleanliness as well as you have been maintaining it, you will receive an email from Docusign with an amendment to the current lease agreement for all parties to sign.

Please note that the document you will be signing has the following conditions:

The Tenancy Agreement is amended as follows:

- The outgoing tenants will vacate the property on one date and the remaining tenant/s will become fully liable on the following day;
- The remaining tenant/s accepts that the property is in the condition listed on the ingoing report received by the listed tenants when they moved in and they upon taking occupancy of the premises they accept liability for any differences between the property's original condition and the condition in which it is returned
- The remaining tenant/s accepts that they are jointly and severally liable for the return of all keys listed on the original document and key receipt
- All parties agree that the bond currently lodged with rental bonds will be refunded in full to the agency who will relodge the bond under the remaining tenants names.

Option 3 – Tenant Added to Lease with No Tenant Leaving

Once the owner has agreed that adding the proposed tenant/s will maintain the same standard of rental history and capacity to pay rent as well as the household's ability to maintain the standard of cleanliness as well as you have been maintaining it, you will receive an email from Docusign with an amendment to the current lease agreement for all parties to sign

Please note that the document you will be signing has the following conditions:



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- The Tenancy Agreement is amended as follows:
- The tenant in situ will "vacate" the property on one date and the new tenant/s will become jointly liable on the following day
- The additional tenant/s accepts that the property is in the condition listed on the ingoing report received by the listed tenants when they moved in and they upon taking occupancy of the premises they accept liability for any differences between the property's original condition and the condition in which it is returned
- The additional tenant/s accepts that they are jointly and severally liable for the return of all keys listed on the original document and key receipt
- All parties agree that the bond currently lodged with rental bonds will be refunded in full to the agency who will relodge the bond under the remaining tenants names

Next step

In the event you wish to proceed, please click this link and fill out the necessary details:

<https://form.jotform.com/243260948417865>