



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

**NAME CHANGE ON LEASE REQUEST:**

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

(Fax back to: 8983 1840, Email: [admin@empm.com.au](mailto:admin@empm.com.au) or hand in at 323 Bronzewing Ave, Howard Springs NT 0835)

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- | <b>Add / Remove</b>  |
| Tenant/s name-   | <b>Add / Remove</b> (application to be submitted if adding a new Tenant) |
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

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** (Bond) 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. \_\_\_\_\_
4. \_\_\_\_\_

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. Name:.....   | Signature:..... |
| 5. 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: \_\_\_\_\_)**