

# REQUEST TO ASSIGN LEASE FORM

M I C M

**Southbank Office**  
178 City Road, Southbank

**Melbourne CBD Office**  
618 Lonsdale Street, Melbourne

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leasing@micm.com.au

Pursuant to the current renter's request to have their Tenancy Agreement assigned to replacement renter(s), the following fully completed and signed documents must be returned to our office to be ratified.

1. Completed Application & Direct Debit Form for EACH NEW Occupant, ID requirements & Proof of Income.
2. The Request to Assign Lease Document signed by all parties which will transfer the names on the Lease.

Date

Address

**Continuing Renter/s** (Please print name/s)

Date/s of Birth

**Vacating Renter/s** (Please print name/s)

Date/s of Birth

Vacating Date

**Incoming Renter/s** (Please print name/s)

Date/s of Birth

Commencement Date

**Continuing Renter/s** – I/we agree to the changes as outlined in this notice form and we agree to pay the water usage and give MICM the authority to pass on my/our information to the relevant Water Authority of the change in account holders. We acknowledge having provided a copy of the condition report to the New Renter/s

**Outgoing Renter/s** – I/we agree that we wish to vacate the property and request that our name/s to be removed from the tenancy agreement. I/we will pay rent up to and including the vacate date and I/we agree to contact all authorities (water, electricity and gas, as applicable) in relation to billing. MICM take no responsibility for this.

**Incoming Renter/s** – I/we understand that approval must be given by the Rental Provider. Upon acceptance, I/we agree that we will abide by the terms and conditions of the Tenancy Agreement and accept full responsibility for the property and further agree to pay the water usage and give MICM the authority to pass on my/our information to the relevant water authority of the change in the account holders. We understand as renter/s transferring on to the lease, will be held liable for any damages to the premises at the termination of the lease outside of fair wear and tear.

I/We agree to pay the Renter/s moving out our portion of the bond being \$

\$

**! Please note that no funds should be transferred between parties until the acceptance of the Lease Assignment documents by the Rental Provider.**

I/We agree that in accordance with the Residential Tenancies Act 1997, Section 84(3):

- A Lease Preparation fee of **\$265.00+GST** will apply for each Tenant Transfer conducted during the term of a tenancy.
- Should I/We be transferring out of a MICM managed property into another MICM managed property that **\$265+GST** will apply to each transfer.
- This fee must be paid with the next rental payment after execution of the documents.

**\*Note: Only 2 transfers are permitted per 12 months\***

I/We acknowledge receiving a copy of the condition report provided to the original renters at the commencement of the tenancy agreement and accept the current condition of the premises per the original condition report.

**Continuing Renter/s** (Please sign and print name/s)

**Vacating Renter/s** (Please sign and print name/s)

**Incoming Renter/s** (Please sign and print name/s)

If you do not want to consent to electronic service, please tick.

MICM signed on Behalf of Rental provider: \_\_\_\_\_