

RENTING SERVICES

Level 4, 234 Sussex Street, Sydney NSW 2000

HOURS: 8.30am – 5.00pm Monday to Friday
TELEPHONE: Rental Bond Information:
133 220
Aboriginal Tenancy Information:
1800 500 330
TTY: 1300 723 404
FACSIMILE: (02) 9283 1508/1800 803 655 (*Outside Sydney*)
WEBSITE: www.fairtrading.nsw.gov.au

1 & 2. Tenancy Details and Tenant/s:

These sections should be completed for confirmation of the rental bond details.

The Rental Bond Number **MUST** be shown on this form. Failure to show this number may result in unnecessary delay in the processing of Change of Managing Agent/Owner details.

3 & 4. New Owner and New Managing Agent:

Full details should be provided for the new owner and/or new managing agent.

If there is no change in either the landlord or the managing agent registered with our office, write “SAME” in the appropriate section.

5. Approval:

In order for the change of ownership or management to be registered, the approval of the PREVIOUS managing agent or owner registered with our office must be obtained.

6. Disclosure of Information:

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.

This form is to be used solely to advise our office of changes in property management by agents and/or changes in property ownership by landlords.

Delays in notifying our office of changes in property management or ownership can cause inconvenience when claiming refunds of rental bonds.