

# How to transfer your share house lease to a new renter

*Renter A, Renter B, and Renter C* live in a share house

Renter B

Renter C

Renter A



*Renter A* wants to leave the share house and transfer their place on the lease to *Renter D*

Renter D

*Renter D* wants to replace *Renter A* on the lease

**Step 1** Ask the *Rental Provider* (landlord) for consent to transfer



*Rental Provider* delays or says **NO**

Apply to VCAT

VCAT says **NO**

*Renter A* cannot transfer the lease to *Renter D*

VCAT says **YES**

*Rental Provider* says **YES**

To finalise this process the bond must be transferred.  
**Read on** for the steps.

# How to transfer your share house bond to a new renter

**Renter A**, **Renter B**, and **Renter C** live in a share house. **Renter A** wants to leave, and agrees to transfer her part of the lease to **Renter D**. Now they need to transfer the bond.

Renter B



Renter C



Renter A



Renter D

**Renter D** wants to join the share house and take over **Renter A's** portion of the bond

**Renter A** wants to transfer their bond to **Renter D**

## Step 1

**Renter D** pays the bond money to **Renter A**. Then **Renter A** transfers the bond to **Renter D**.



## Step 2

**Renter A**, **Renter B**, **Renter C** and **Renter D** and the **Rental Provider** or **Real Estate Agent** complete and sign the bond transfer form.

## Step 3

The transfer form is sent to the Residential Tenancies Bond Authority (RTBA). If the **Rental Provider** or **Real Estate Agent** do this online, the RTBA will email the Renters asking them to review and confirm the transfer.

## Step 4

**Renter D** is registered on the bond and the RTBA sends out confirmation. There is no additional payout of bond to **Renter A**.

**You're done! The transfer is complete.**