

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



Renter D

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

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.