

TENANT TRANSFER APPLICATION FORM

PROPERTY DETAILS

Property Address:

Current Tenant(s):

Proposed New Tenant(s):

Reason for Transfer:

Transfer Date (Proposed):

CURRENT TENANT DETAILS

Full Name:

Email Address:

Phone Number:

Forwarding Address (after transfer):

PROPOSED NEW TENANT DETAILS

Full Name:

Email Address:

Phone Number:

Current Address:

Employment Details:

Company Name:

Position:

Contact Number for Verification:

Previous Rental History (last 2 years):

- Address:
- Landlord/Agent:
- Phone:

- Address:
- Landlord/Agent:
- Phone:

References (min 2):

- Name:
- Relation:
- Contact:

- Name:
- Relation:
- Contact:

DOCUMENTATION PROVIDED (check if applicable ✓):

- ☐ Proof of Identity (Driver's License/Passport)
- ☐ Proof of Employment (recent payslip or employment contract)
- ☐ Previous Rental References
- ☐ Bank Statements (last 3 months)

DECLARATION:

I / We, the undersigned, hereby apply for the transfer of tenancy for the property mentioned above. All the information provided in this form is true and accurate to the best of my/our knowledge.

Current Tenant's Signature:

Date: / /

Proposed New Tenant's Signature:

Date: / /

FOR LANDLORD/AGENT USE ONLY

☐ Approved

☐ Denied

Reason (if denied):

Landlord/Agent Signature:

Date: / /