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LEASE ASSIGNMENT AND SUBLETTING

Residential Tenancies Act 1997 (ACT) — general tenancy provisions

ACT — ACAT

Your rights when requesting to transfer your lease or sublet part of the property

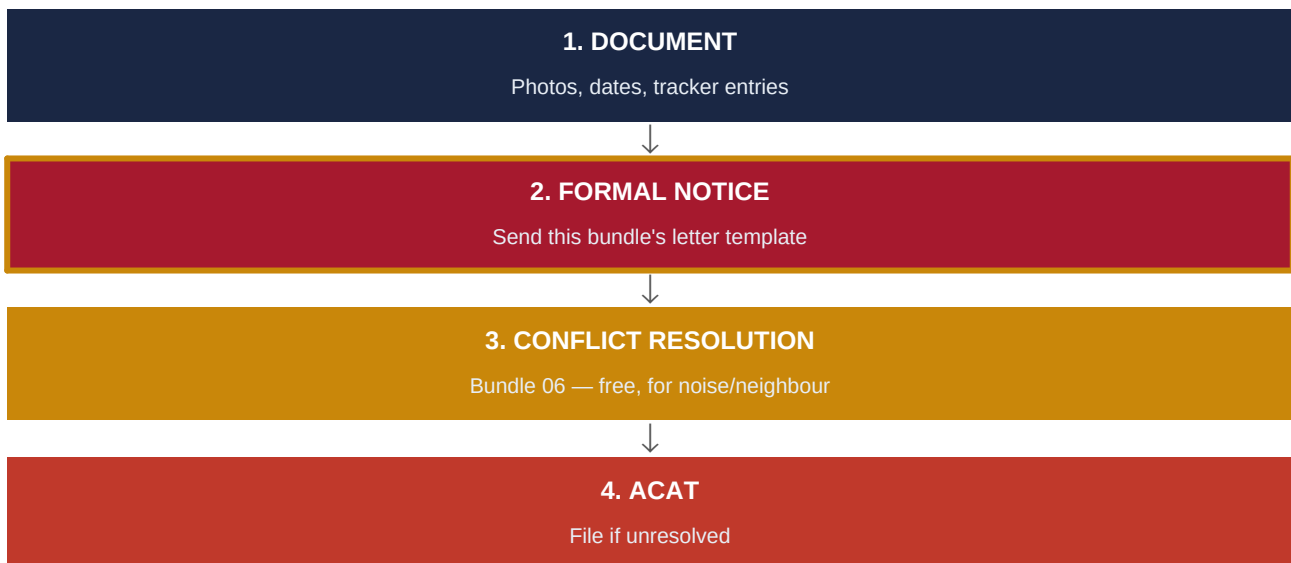
WHEN TO USE THIS BUNDLE

Use this bundle when you need to transfer your lease to someone else or sublet part of the property.

KNOW THE LAW — CONSENT TO ASSIGNMENT OR SUBLETTING

The lessor cannot unreasonably withhold consent to assign your lease or sublet part of the property. A refusal without reasonable grounds can be challenged, ultimately at ACAT.

HOW THE SYSTEM WORKS — YOUR ESCALATION PATH



The highlighted box shows where this bundle fits in the journey.

11

STEPS TO SUCCESS

ACT — ACAT

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- 01 Provide a credible proposed assignee**
Stable income, rental history, and references make a refusal harder to justify.
- 02 Send the request in writing**
Set a clear response deadline.
- 03 Keep paying rent and meeting obligations**
You remain liable for rent and damage until the assignment is formally completed in writing.
- 04 Respond to any unreasonable refusal in writing**
Ask for the specific reasonable grounds relied on.
- 05 Escalate if needed**
Use Bundle 06 to progress to ACAT.

IF YOU NEED TO ESCALATE — WHAT ACAT CAN ORDER

ACAT can order that consent be treated as given where a refusal was unreasonable.

★ GOOD TO KNOW — NEVER STOP PAYING RENT OR VACATE EARLY

Until the assignment is formally completed in writing, you remain fully liable under the existing tenancy.

■ CRITICAL — YOU REMAIN LIABLE UNTIL THE ASSIGNMENT IS FORMALLY COMPLETED

Never stop paying rent or vacate early based on an informal agreement — get it in writing first.

TEMPLATE — LEASE ASSIGNMENT / SUBLETTING REQUEST

ACT — ACAT

Residential Tenancies Act 1997 (ACT) — general tenancy provisions

1. COPY

Copy the letter below into a new email

2. FILLReplace every **[bracketed]** field with your details**3. SEND**

Email it — request a read receipt, save a copy

*Fill in every **[bracketed]** field, then send via email — request a read receipt.***SUBJECT:****REQUEST FOR CONSENT TO ASSIGN / SUBLET: [Insert Property Address]**

I am writing to formally request your consent to **[assign my lease / sublet part of the property]** at the above-referenced property.

1. PROPOSED ASSIGNEE / SUBTENANT

- Name: **[Insert Name]**
- Supporting information: **[Insert income, rental history, and reference details]**

2. REQUEST

- I request your written response by **[Insert Date — e.g., 14 days from this notice]**.
- Should consent be unreasonably withheld, I will escalate this matter to ACAT.

Yours sincerely,

[Your Full Name]

[Property Address]

[Date]

[Contact Number / Email]