

**Please return this form to:**

Office of the Small Business Commissioner  
GPO Box 1264 ADELAIDE SA 5001  
Chesser House, Level 4, 95 Grenfell Street, ADELAIDE SA 5000  
Office hours: 9:00am – 5:00pm Telephone: 1800 072 722 or 8303 2026  
[www.sasbc.sa.gov.au](http://www.sasbc.sa.gov.au) or e-mail [sasbc.retailbonds@sa.gov.au](mailto:sasbc.retailbonds@sa.gov.au)

SECURITY BOND NO (IF KNOWN)

# RETAIL & COMMERCIAL NOTIFICATION OF CHANGE OF LESSEE

**PLEASE COMPLETE FORM IN CLEAR PRINT**

<b>Address of rental premises (use block letters)</b>		
		<b>Postcode</b>

<b>Previous Lessee details as listed on bond lodgement (use block letters)</b>			
<b>I AGREE TO RELEASE MY INTEREST IN THE BOND TO THE NEW LESSEE(S)</b>			
<b>Surname</b>	<b>First Names</b>	<b>Phone</b>	<b>Signature</b>

<b>New Lessee details (use block letters)</b>			
<b>Surname</b>	<b>First Names</b>	<b>Phone</b>	<b>Signature</b>

<b>Forwarding Address for new lessee</b>		
	<b>Postcode</b>	
<b>Forwarding Address for new lessee</b>		
	<b>Postcode</b>	

<b>Lessor / Agent details (use block letters)</b>		<b>Contact details</b>	
<b>Address</b>		<b>Name</b>	
		<b>Contact phone number</b>	
		<b>Work</b>	
		<b>Mobile</b>	
	<b>Postcode</b>		

<b>Change of Lessee/s effective from</b>	<b>Date</b>	
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<b>SIGNATURE OF LESSOR / AGENT</b>		<b>Date</b>	
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**THIS FORM WILL NOT BE ACCEPTED UNLESS ALL SECTIONS ARE FULLY COMPLETED**