

NOTICE OF INTENTION TO VACATE BEFORE THE EXPIRY OF THE FIXED TERM

Name Of Tenant

Address Of Property To Vacate

I/We hereby give notice of my/our intention to vacate the above premises on / /

On this day I/we will hand all keys to your office.

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/We are responsible to;

- i. pay rent until such time as a new tenant starts paying rent for the premises or the Tenancy Agreement expires whichever happens first
- ii. pay the landlords costs incurred in re-letting the premises. A reletting fee equivalent to one (1) week's rent plus GST, advertising at cost as agreed and \$30 internet listing fee.

I/we are aware that all venetian blinds, light fittings, stove (including griller and oven), floors, walls, shower recess, bath tub and toilet MUST BE LEFT IN GOOD ORDER AND CLEAN, fair wear and tear accepted, otherwise deductions may be made from my/our bond.

CONTACT DETAILS

My/Our Forwarding Address

I/we may be contacted on:

Email

Home

Work

Mobile

There IS / IS NOT a deadlock on the door of the premises.

The locks have been changed.

For the purpose of showing prospective lessees I authorise you to:

Make an appointment

Use office key

Other _____

Tenant Signature: _____

Date: _____

OFFICE USE	Notice received	/	/	
	Check lease expiry date	/	/	Enter proposed vacating date
	Acknowledgement notice	/	/	Current rent
	Landlord advised	/	/	Asking rent
	Prevacating letter to tenant	/	/	Listing prepared
	Special instructions			

Please email, fax or deliver completed forms to your property manager or our office

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