

# Tenant Vacating Notice

Tenants: \_\_\_\_\_

Address: \_\_\_\_\_

Vacating date: \_\_\_\_\_

I/We hereby give my/our (minimum) 28 days notice to vacate the above mentioned property.

I/We also acknowledge that by leaving the premises prior to the expiration of the 28 days notice or the termination of my/our lease, we will remain responsible for the rent and condition of the property.

I/We agree to return the keys to the premises on the vacating date. I/We acknowledge that I/We will be charged rent until the keys are returned if I/We fail to return them on the vacating date.

I/We understand that I/We am/are not permitted to stop paying rent with the intention of using the Bond to cover rental arrears and that by doing so I/We will be liable to face a \$1,000.00 fine.

I/We acknowledge that if this notice is given **prior to the expiration of our lease agreement** that I/We will be responsible for continued payment of the rent for the full term of the lease or until suitable replacement tenants are found. I/We further understand that I/We will be responsible for payment of a letting fee/break lease fee equal to one and a half weeks rental (plus GST) and advertising costs at a maximum charge of \$20.00 per week (plus GST), or a fee equivalent to the charge stipulated on the Exclusive Managing Authority signed by the Landlord.

I/We am/are aware that my/our Bond cannot be returned until an internal inspection of the property has been carried out. I/We acknowledge that this inspection of the premises cannot be carried out neither while there is furniture left in the premises nor until I have returned the keys to your office.

I/We will notify the relevant utilities and disconnect them all from my/our name.

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on the below numbers

Forwarding Address: \_\_\_\_\_  
 \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

| Office Use Only                                   |                                      |
|---|--------------------------------------|
| Date notice received:      ___/___/___            | Notice expiry date:      ___/___/___ |
| Received by:                                      | Property Manager:                    |
| Computer input:      ___/___/___                  | Landlord advised:      ___/___/___   |
| Pre-vacating letter to tenant:      ___/___/___   | Recommended new rent: \$             |
| Pre-vacating letter to landlord:      ___/___/___ |                                      |
| Advertising prepared:      ___/___/___            | Signboard erected:      ___/___/___  |