



Tenant Notice to Vacate - (Lease Agreement NOT Expired)

I/we hereby give notice of my/our intention to vacate the following property

(address) : _____

on the following date : _____

I/we understand that this is breaking the Lease and acknowledge my/our responsibility for :

- A. Paying rent until either a new tenant starts paying rent, or until the Lease expires;
- B. Paying Highlands Property a letting fee equal to one week's rent plus GST for finding a suitable replacement tenant;
- C. Paying Highlands Property the costs of advertising for a new tenant (minimum \$55 incl GST)
- D. Paying the landlord's costs for preparation of the new tenant's Lease (\$18 incl GST)

My/Our reason for vacating is : _____

My/Our forwarding address will be : _____

I/we understand that you may want to show prospective tenants through the property.
Please arrange this by contacting me/us on:

Work : _____ Home : _____

Mobile : _____

Email : _____

Signed : _____ Date : _____

_____ (tenants)

Complete, sign and date this form and send it to Highlands Property at:
445 Moss Vale Road, Bowral NSW 2576
P O Box 2074, Bowral NSW 2576
Fax to (02) 4861 0688