



## Tenant Vacating Notice (Lease not Expired)

(Tenant vacating before expiry of fixed term)

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 Tenancy Agreement and acknowledge my/our responsibility for:

- paying rent until either a new tenant moves into the property and starts paying rent or until the Agreement expires (whichever happens first).
- paying Focus Property Solutions a letting fee equal to one week's rent for finding a suitable replacement tenant.
- paying the costs of any advertising agreed to by me/us & Focus Property Solutions
- paying the landlord's costs of the preparation of a new Tenancy Agreement, in the sum of \$\_\_\_\_\_.

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I/we would like assistance in finding another property. Yes/No (Circle one)

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:

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

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

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

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

\_\_\_\_\_  
 Tenant(s)

| Office Use Only                               |                                       |
|---|---------------------------------------|
| Date notice received: ____/____/____          | Agreement expiry date: ____/____/____ |
| Landlord advised: ____/____/____              | Current rent: \$ _____ /pw            |
| Computer input: ____/____/____                | Rent paid to: ____/____/____          |
| Pre-vacating letter to tenant: ____/____/____ | Recommended new rent: \$ _____ /pw    |
| Pre-vacating inspection date: ____/____/____  | Landlord advised: ____/____/____      |
| Listing prepared: ____/____/____              | Signboard erected: ____/____/____     |

**FAX TO 1300 388 488**