

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:

On the following date: ____/____/____

I/We understand that this is breaking the Tenancy Agreement and acknowledge my/our responsibility for:

- Payment of all rent until another suitable tenant commences the tenancy
- Payment of a letting fee - approx. 1 Weeks rent + GST
- Payment of an agreement preparation fee of \$33
- Payment of any advertising costs of \$99

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: _____

Tenant(s)

Signed: _____ Date: ____/____/____

FAX TO 1300 388 488 and call to 9229 0000 to confirm receipt of fax

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: ____/____/____