

Vacating Notice Form – (Agreement Not Yet Expired)

REALTY International
"World Wide Web of Buyers & Sellers"



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

Property Address:

On the following date:

Date:

Name of tenant/s as per the Residential Tenancy Agreement:

Name:	
Contact Number:	Email:
Name:	
Contact Number:	Email:
Name:	
Contact Number:	Email:

I/ We understand that the agent will require access to the property to show prospective tenants through the property and will require up to half an hour each Saturday. The agent will arrange access direct with the above tenant/s.

As the fixed term agreement has not yet expired I/ We understand that this is breaking the Residential Tenancy Agreement and acknowledge that I/We are responsible for the following;

Break Lease Penalty Fee - If the fixed term of the agreement is for 3 years or less the break fee is:

- 6 weeks rent if less than half of the fixed term has expired
- 4 weeks rent if you move out in the second half of the fixed term or in any other case

Where there is a break fee in your agreement that is all that you have to pay if you move out early. However, if the landlord or agent find another tenant quickly it does not mean that you will get any of the break fee back. It is a fixed fee.

Note: In addition to the above break fee please note that rent is payable until the final vacating date. Please refer to your Residential Tenancy Agreement.

Reason for Vacating:

Reason:

Do you require assistance to locate alternative accommodation?

(Please circle): Yes / No

Forwarding Address:

Address:

Signature of all tenants:

Signature:

Date Notice Given:

Date:

OFFICE USE ONLY:

Date Notice Received:

Agreement Expiry Date:

Rent Paid to: