

Tenant Vacating Notice Request (Break of Lease)

Date

Tenant Name/s

I/We hereby give notice 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:

- Paying the rent until either the Agreement expires or until a new tenant moves into the property and starts paying rent (whichever happens first)
- Paying the costs of any advertising agreed to by me/us and the Agent
- Paying the landlords costs of the Lease Preparation Fee of a new Tenancy Agreement, in the sum of \$33
- Paying the landlords costs of a letting fee equal to one weeks' rent plus GST for finding a suitable tenant.

My/Our reason for vacating is:

My/Our forwarding address will be:

I/We would like assistance in finding another property. Yes / No (please circle)

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:

Home	Work	Mobile	Email
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Signed:

Date:

OFFICE USE ONLY

Date notice received	
Actioned by	
Entered into console	<input type="checkbox"/> Yes <input type="checkbox"/> No (reason?) _____
Action Plan attached	<input type="checkbox"/> Yes <input type="checkbox"/> No (reason?) _____
Signed	