



NOTICE OF INTENTION TO VACATE  
(Minimum 28 days' notice)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenants/s

Name \_\_\_\_\_

Property- \_\_\_\_\_

Contact numbers: (H) \_\_\_\_\_

(M) \_\_\_\_\_

(W) \_\_\_\_\_

(Email) \_\_\_\_\_

Reason for

Leaving \_\_\_\_\_

Inspection

Arrangements \_\_\_\_\_

Forwarding

Address \_\_\_\_\_

\_\_\_\_\_

Vacating Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Rent paid to \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent owing to date of vacation \$ \_\_\_\_\_ ( Days @ \$  
per day)

Date Lease Expires \_\_\_\_/\_\_\_\_/\_\_\_\_ Lease Break Y/N

Tenant/s Signature

\_\_\_\_\_

\_\_\_\_\_

**NB: How to serve this notice**, You can serve this notice by hand, ordinary post or registered post

If you send a notice by ordinary or registered post, you must take into account the extra days it takes for the notice to be received by our office. For postage time frames please refer to Australia Post.

Once received we will send you relevant paper work in the mail.

\_\_\_\_\_

**Breaking the Lease Agreement**

I \_\_\_\_\_ acknowledge that I am liable for rent until the lease expires or until the date a suitable tenant is secure and commences paying rent.

I also acknowledge that I am liable for a letting fee of two weeks rent as per my lease agreement, advertising cost, which vary from \$200.00-\$400.00 + GST.

Tenant/s Signature

\_\_\_\_\_

\_\_\_\_\_

## Office Check List

Tenant acknowledgement letter sent \_\_\_\_/\_\_\_\_/\_\_\_\_ (including cleaning checklist/  
bond claim)

Landlord acknowledgement letter sent \_\_\_\_/\_\_\_\_/\_\_\_\_

Re-Listed Y/N \$

Vacating Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Keys received \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent paid to @ date of vacation \_\_\_\_/\_\_\_\_/\_\_\_\_ Rent Owning  
\$ \_\_\_\_\_

Landlord notified of Final Inspection Y/N

Final Inspection \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

Agent \_\_\_\_\_

Bond Amount \$ \_\_\_\_\_

Less Deductions \$ \_\_\_\_\_ ( Description)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

Letting Fee Paid Y/N

Computer Updated \_\_\_\_/\_\_\_\_/\_\_\_\_