

notice of intention to vacate

(Minimum 28 days' notice)



49 Ferguson Street, Williamstown Victoria 3016 P 03 9397 5555 | F 03 9397 1333 | E reception@gunnandco.com.au | W www.gunnandco.com.au

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 given. For ordinary post this usually means at least one business day after the notice was posted.

For registered post this usually means at least two business days after the notice was posted.

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 \$265.00-\$365.00 + GST.

Tenant/s Signature: _____

OFFICE USE ONLY

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

Landlord acknowledgement letter sent / /

Re-Listed YES NO \$

Vacating Date / / Keys received / /

Rent paid to @ date of vacation / / Rent Owing \$

Landlord notified of Final Inspection YES NO

Final Inspection

Date

Time

Agent

Bond Amount \$

Less Deductions \$ (Description)

\$

\$

Balance \$

Letting Fee Paid YES NO

Computer Updated / /
