



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 ____/____/____