

## Notice of Intention to Vacate

Date: \_\_\_\_\_

Tenant (s) \_\_\_\_\_

Property \_\_\_\_\_

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

I / We understand that I/we am/are required to give **28 days notice**, under the terms of my/our Tenancy Agreement.

I/ We will be breaking our fixed term lease agreement Yes  No

I /We acknowledge that by breaking our lease we are required to pay the following costs

- Rent to be paid up until the commencement date of the new tenants lease agreement or expiry of your tenants lease agreement, whichever sooner.
- A letting fee of 1 & 1/2 weeks rent plus GST is to be paid (This covers the advertising & marketing expenses incurred)
- Administration Fee of \$66.00
- Barwon Water meter reading fee. This fee is \$29.06.

My/ Our reason for Vacating is: \_\_\_\_\_

My / Our forwarding address will be: \_\_\_\_\_

I/ we understand that you may require to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

### **Office Use Only**

Date Notice Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Landlord Advised \_\_\_\_/\_\_\_\_/\_\_\_\_

Recorded On Rest \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Rental Amount \$ \_\_\_\_\_ pw

Pre Vacating Letters \_\_\_\_/\_\_\_\_/\_\_\_\_

Agreed New Rental Amount \$ \_\_\_\_\_ pw

Listing Information Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Other Comments \_\_\_\_\_