246 Ryrie Street
GEELONG VIC 3220

T 03 5222 7325
F 035222 4808
www.releasepm.com.au

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 $88.00
- Barwon Water meter reading fee. This fee is $38.66.

My/ Our reason for Vacating is: _____

My / Our forwarding address will be: _____

_____

_____

I/ we understand that you may need 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 _____/_____ /_____

Recorded On Rest _____/_____ /_____

Pre Vacating Letters _____/_____ /_____

Listing Information Date ___/_____ /_____

Landlord Advised _____/_____ /_____

Current Rental Amount $ _____ pw

Agreed New Rental Amount $ _____ pw

Other Comments _____