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NOTICE OF INTENTION TO VACATE.

Date:			
Tenant(s):	1.		
	2.		
	3.		
	4.		
Property Address:			
I/We hereby give notice of my/our intention to vacate the above property on date:			
I/ We will be breaking our fixed term lease agreement		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I/We acknowledge that by breaking our lease we are required to pay the following costs: <ul style="list-style-type: none"> • 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 pro rata letting fee • Administration Fee of \$88.00 • Advertising Fee as applicable • Barwon Water meter reading fee 			
My/Our reason for Vacating is:			
The forwarding address is:			
Under the terms of your tenancy agreement, you are required to give at least 28 days notice in writing of your intention to vacate the premises. I/We Understand that Release needs to show prospective tenants through the property. Please provide contact details for access to the property:			
Name:		Mobile:	
Email:		Work Tel:	

Signed (1):		Signed (2):	
Signed (3):		Signed (4):	

Office Use Only	
Date Notice Received: _____	Date Landlord Advised: _ _____
Recorded On Rest: _____	Current Rental Amount \$ _____ pw
Pre Vacating Letters: _____	Agreed New Rental Amount \$ _____ pw
Listing Information Date: _ _____	Other Comments _____