

NOTICE TO VACATE

NOTE: Unfortunately the law prohibits us from accepting your notice by email. Please print this form and fax to our office on 02 9327 8017. All tenants on the lease must sign.

Property Address: _____ Date: / /

Tenant/s name/s as per lease:

Print Name _____ Signature _____

Print Name _____ Signature _____

Print Name _____ Signature _____

Hereby give notice of my/our intention to vacate. On the Vacating date of: _____

Note: Keys to be returned by 10am or an additional day of rent may be charged

- 14 days - lease current but due to expire
- 21 days - expired lease
- Breaking a fixed term agreement

I / We wish to break a fixed term agreement, however am fully aware that the following costs will be occurred:

- (a) **Rent** until a tenant approved by the landlord takes possession, or the lease expires (whatever occurs first).
- (b) **Reletting fees** and **advertising costs** to relet the premises.
- (c) Should the premises be vacant before a new tenant is secured, I/We understand it is my/our responsibility to ensure the grounds are watered and maintained, and any swimming pools and spas are also maintained for this period.

Reason Vacating: _____

Contact details

Daytime phone: _____ Mobile: _____

Home Phone: _____ Email: _____

Forwarding address: _____

