



## Confirmation of Tenancy Agreement Break and Early Termination

We confirm your advice that you wish to vacate the above property prior to the expiry of your current tenancy term, consequently involving you in a 'Tenancy Agreement-Break' seeking early termination situation.

We will be pleased to assist you in sourcing and securing an appropriate and acceptable replacement tenant. However, to avoid confusion we wish to bring to your attention certain provisions of your current Tenancy Agreement, which as you are aware, you have signed and agreed to abide by.

Under the Tenancy Agreement you signed, your obligations are as follows:

- You are responsible for the payment of rent in advance as it falls due, up to the date that a new tenant tenancy term commences on the property. Should your rent be paid past the date of the new tenancy term, the overpaid portion will be refunded to you upon calculation and finalization of the bond.
- You will be required to vacate the property at least three (3) working days prior to the official (end of tenancy term) vacate date to allow time for inspections etc. to be finalized.
- Should you choose to vacate the property prior to a substitute tenant being secured it is your responsibility to maintain the house and gardens and ensure security to the property until the official expiry of your current tenancy term. The power supply must also remain connected at your expense. Furthermore, please note that in the event you choose to vacate the property prior to a substitute tenant being secured, no final inspection will be carried out until your official tenancy term expiry date as agreed on your Tenancy Agreement.
- It will be necessary for you to sign and return the enclosed [Appointment to Act as Real Estate Agent and Agreement for Early Termination of a Fixed Term Tenancy](#) in order for us to advertise and seek a suitable and acceptable replacement tenant on your behalf. This form needs to be returned to us before we can commence any proceedings in advertising for a substitute tenant.
- The cost of any advertising required to source, seek and secure the replacement tenant is your responsibility.
- You are required to reimburse the rental property owner for the re-letting costs. The letting cost is equal to one week's rent plus tax.
- You are required to reimburse the rental property owner for the cost of smoke detector assessment and any other relevant compliance checks.
- You are required to reimburse the owner for any other costs or fees incurred as a result of your request for early termination.
- All keys must be returned to the business premises of ManageMe Property Management Solutions located at Shop 8, 131 Old Pacific Highway, Oxenford 4210 at least three (3) working days prior to the new tenant/s moving in to allow sufficient time for the property management service team to inspect the property and complete the



outgoing and incoming property condition reports. Keys must be brought into this office during regular business hours. The keys must not be left at the property.

- The bond will be disbursed to you as soon as the replacement tenant/s has paid all monies, signed the new Tenancy Agreement, the final inspection has been completed and any subsequent invoices as a result of your tenancy term have been received and processed.
- Should you locate tenants yourselves please direct them to this office in order for them to complete the necessary application form. Their acceptance as tenant/s will be subject to our standard tenant screening procedures. The letting fee will still be payable as normal administrative tasks must be carried out in order to secure the new tenant and finalize the tenancy contract including conducting outgoing and incoming property condition reports.

Should you have any questions or concerns, please do not hesitate to contact us on 07 5573 6222 or email [manageme@email.propertyme.com](mailto:manageme@email.propertyme.com).

Please make note that no further action will be taken until all required documents are returned and payment as explained and detailed above has been made. Our property management service team is not authorized or permitted to act on your behalf until you have provided instructions and confirmation through these documents and forms.

Assuring you of our best endeavors and intentions at all times.

Sincerely yours

**ManageMe Property Management Solutions**

\*The official expiry is when either a substitute tenant is secured or their current lease expires, whichever event comes first.