

Vacate Advice Form

TENANTS: _____

PROPERTY: _____

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

END OF FIXED TERM

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

LEASE BREAK

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- Rent to the date another tenancy commences or the expiry of the Tenancy Agreement, whichever occurs first.
- All advertising and internet marketing costs incurred in re-letting the property.
- A tenants reference check through National Tenancy Database at a cost of \$16.50 (inclusive of GST) per application.
- Photographs of the property at a cost of \$18.00 for a unit, \$30.00 for a small house and \$50.00 for a large house.
- A letting fee in proportion to the unexpired portion of the Tenancy Agreement at the rate of 5.5% of the average annual rental.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

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

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____

(to be signed by all tenants residing in the property and named on the tenancy agreement)

DATE: _____

Received by: _____ (staff member)