

**LEASE BREAK**

Property: \_\_\_\_\_

Renter/s: \_\_\_\_\_

Phone 1.: \_\_\_\_\_ Phone 2.: \_\_\_\_\_

Email: \_\_\_\_\_

Reason for Vacating: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

My/our Residential Rental Agreement is due to expire on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I/We would like to vacate the property on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please tick the box to confirm that:**

- I/we acknowledge that we are liable to pay rent up until the day before a new renter takes possession of the property and am/are liable to pay a lease break fee.
- I/we acknowledge that we are responsible for upkeep and general maintenance (e.g.: cleaning & lawns) until the day before a new renter takes possession of the property.
- I/we understand that if I/we have not fully vacated the property, rent can be charged until the date **ALL** of my/our belongings are removed and **ALL** keys returned to Garry Nash & Co.
- I/we acknowledge this notice will not take effect until verified by a Garry Nash & Co. staff member in the office use only section, and confirmation of my intending vacate will be sent to me in writing within 7 days.

Renter 1 Sign: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Renter 2 Sign: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Should your vacate date change please inform the office immediately in writing.

If you are submitting this form by email please telephone the office  
within 24 hours to confirm it has been received