

# NOTICE TO VACATE

PROPERTY ADDRESS

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TENANT NAME/S

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## ENDING A FIXED TERM TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **14 days'** Notice if delivering to the Agency by hand, or **21 days'** Notice if sending by Australia Post

This notice is applicable for:

1. Tenants ending a current fixed term agreement (date must not be before the lease end date) or
2. Tenants breaking their lease agreement

Vacate Date

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## ENDING A PERIODIC TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **21 days'** Notice if delivering to the Agency by hand, or **28 days'** Notice if sending by Australia Post

This notice is applicable for:

1. Tenants who do not have a current fixed term agreement (also called a continuation or periodic agreement)

Vacate Date

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## KEYS AND RENT

Keys and entry items will be returned to the Managing Agent before 5pm on the Vacate / Handover date. I/We understand rent is payable up to and including the day all key and entry items are returned or the date the Tenancy Agreement ends, whichever event occurs last, and the **Bond is not to be used for rent.**

## BREAK LEASE CONFIRMATION (ONLY COMPLETE IF BREAKING YOUR LEASE)

Lease start date

Lease end date

Current Rent \$

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The break lease fee will be:

(equivalent to 4 weeks rent if over half of lease term elapsed or equivalent to 6 weeks rent if under half lease term elapsed)

4 weeks      Amount \$

6 weeks      Amount \$

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## APPOINTMENTS TO SHOW PROPERTY TO PROSPECTIVE TENANTS

I/We agree to the Agent entering the Premises with prospective Tenant/s to inspect the Property on these selected day/s and times, subject to the Agent first contacting me/us to confirm each inspection.

DAY/S	START TIME	END TIME
Monday	am / pm	am / pm
Tuesday	am / pm	am / pm
Wednesday	am / pm	am / pm
Thursday	am / pm	am / pm
Friday	am / pm	am / pm

Continued over page

## TENANT DETAILS – FORWARDING ADDRESS AND ACKNOWLEDGEMENT

If more than 3 Tenants, attach required details to this form.

I/We acknowledge the Agent's invitation to attend the Vacate Inspection and will advise the Property Manager if attending at least 2 days before the Vacate / Handover date scheduled by the Agent.

Each Tenant is to complete this section, giving forward contact and address details as required by Legislation.

Each Tenant is to sign and date to verify the Notice to Vacate details provided on this form.

### 1. TENANT NAME

Email

Mobile

Work Phone Number

Forwarding Address

Signature

Date

### 2. TENANT NAME

Email

Mobile

Work Phone Number

Forwarding Address

Signature

Date

### 3. TENANT NAME

Email

Mobile

Work Phone Number

Forwarding Address

Signature

Date

OFFICE USE ONLY	Date Agency received Notice	Method of Delivery to Agent	Agency Signature