

Tenant Vacating Notice



To: Newton Real Estate
Address: 44 President Avenue, Caringbah 2229
E-mail: rentals@newtonrealestate.com.au
Telephone: (02) 9524 0777
Fax: (02) 9524 0755

Property: _____

Tenant(s): _____

Telephone: Home: _____ Work: _____ Mobile: _____

Forwarding Address: _____

Please be advised that in compliance with the conditions of my Residential Tenancy Agreement I hereby serve notice of my intention to vacate the abovementioned property by giving:

- 21 days notice (as my fixed term has ended)
Or
- 14 days notice (as my fixed term is ending within the next 2 weeks)
Or
- Due to unforeseen circumstances, I hereby notify you that I am *breaking* my Residential Tenancy Agreement. I am aware that I am responsible to pay rent until a suitable tenant is found and also costs that the landlord would normally pay at change of tenancy.
- 30 days notice - Defence Release Clause. I require to be released under the Defence release clause included in my Residential Tenancy agreement and have attached evidence of my posting or offer of ADF accommodation.

Vacate Date: / /

Note – please be advised that it is in your interest to attend the outgoing inspection. The outgoing inspection will be carried out on the next business day following the vacate date. Please confirm if you wish to attend the outgoing inspection and we will advise you of the time.

- Yes - I/we would like to be present at the outgoing inspection please advise me of the time that this inspection will be carried out.**
- No - I/we do not wish to attend the outgoing inspection**

- I/we acknowledge that this notice commences from the date of its receipt by your office and that I am responsible for the rent and condition of the property for the duration of the notice.
- I/we acknowledge that all keys are to be handed in to your office by close of business on the final day of my notice, and should they not I will pay rent until all keys are returned.
- I/we acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants.
- Defence Personal - I/we acknowledge that we must supply a copy of the transfer papers or a copy of the Acceptance of Defence Housing Letter.

Note: ALL tenants vacating MUST sign vacate notice.

TENANT'S NAME

TENANT'S SIGNATURE

TENANT'S NAME

TENANT'S SIGNATURE

Office Use Only:

Date received at office: