

INTENTION TO VACATE

Please fully complete and sign this notice and return it to our office located at 1/401 Docklands Drive, Docklands.

Property Address to Vacate

Postcode

I am giving you at least 28 days written notice of my intention to vacate the above premises.

Date

Full Name/s

Email Address

Phone No

Home () Business ()

Mobile

Forwarding Address/es

Office Use Only

Date received

/ /

Received by

Signature

Breaking of Lease (if applicable)

I acknowledge and understand that I am breaking my lease agreement, and that I am responsible for the following costs:

- Re-letting fee (calculated pro rata).
- All advertising costs incurred from re-letting the property.
- Rental until the property is re-let.

Keys and Cleaning

All sets of keys, access swipe cards and remote controls for the property will be returned to our office. All personal belongings will be removed from the property and all cleaning will be carried out on or before the vacate date.

Signature

Date

Witness

Signature

Date

Witness

Note: This written notice is only valid if it is signed by all tenants named on the Tenancy Agreement.