

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term)



Tenant(s): _____

Property: _____

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

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

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- Pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- Pay Bells Real Estate a letting fee equal to one week's rent for finding a suitable replacement tenant.
- Pay the costs of any advertising agreed to by me/us and Bells Real Estate.

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: _____ Date: _____

Tenant(s)

Office Use Only

Date notice received: _____ Tenant agreement expiry date: _____

Letter to Landlord: _____ Current rent \$ _____ pw/pcm

Computer input: _____ Rent paid to: _____

Pre-vacating letter to tenant: _____ Rec. new rent: \$ _____ pw/pcm

Rental List: _____ Internet: _____ Photo: _____ For Lease Board: _____ Newspaper: _____

Keys Returned: _____ Received by: _____