

# Notice of Intention to Vacate

Address: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenant/s Name/s: \_\_\_\_\_

Date vacating: \_\_\_\_/\_\_\_\_/\_\_\_\_ End of Lease: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please be advised that we hereby give;

- NSW fixed term lease- 14 day's notice to conclude on the last day of our fixed term
- NSW periodical lease- 21 day's notice to vacate for the above property
- VIC fixed/periodical lease- 28 day's notice to vacate for the above property

Reason for vacating: \_\_\_\_\_

Break Lease: YES / NO

**In the case of a Break Lease:**

I/We acknowledge that I/We are breaking our lease prior to the fixed end date and are responsible for the following charges;

- Payment of rent until a new tenancy agreement is signed and commences at the above mentioned property or my current tenancy agreement expires,
- Pay sellbuyrent Real Estate a letting fee of 1 .5 weeks rent plus GST for the screening transfer of a suitable tenant (covering owner's re-letting cost),
- Pay the costs of any advertising to promote the property for re-letting.

*\*Please note: these conditions may differ for NSW tenancies, please refer to lease.*

Signature/s: \_\_\_\_\_

I/We understand that we are legally required to allow sellbuyrent and prospective tenants through the property for the purpose of re-letting.

Forwarding address: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Email/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**OFFICE USE ONLY**

Date notice received: _____	Listing prepared: _____
Landlord advised: _____	Tenancy Agreement expiry date: _____
Computer input: _____	Current rent \$ _____ per week
Pre-vacating letter to tenant: _____	Rent paid to: _____
Pre-vacating inspection date: _____	Rec. new rent: \$ _____ per week