

Tenant Intention to Vacate Notice

Tenants: _____

Address: _____

Vacating date: _____ Lease Break: Yes / No

I/We hereby give my/our (minimum) 28 days notice to vacate the above mentioned property.

I/We also acknowledge that by leaving the premises prior to the expiration of the 28 days notice or the termination of my/our lease, we will remain responsible for the rent and condition of the property.

I/We agree to return the keys to the premises on the vacating date. I/We acknowledge that I/We will be charged rent until the keys are returned if I/We fail to return them on the vacating date.

I/We understand that I/We am/are not permitted to stop paying rent with the intention of using the Bond to cover rental arrears and that by doing so I/We will be liable to face a \$1,000.00 fine.

I/We acknowledge that if this notice is given **prior to the expiration of our lease agreement** that I/We will be responsible for continued payment of the rent for the full term of the lease or until suitable replacement tenants are found. I/We further understand that I/We will be responsible for payment of a letting fee/break lease fee equal to 2.2 weeks rental, \$185 for any advertising costs or a fee equivalent to the charge stipulated on the Exclusive Managing Authority signed by the Landlord and \$16.50 for TICA database.

I/We am/are aware that my/our Bond cannot be returned until an internal inspection of the property has been carried out. I/We acknowledge that this inspection of the premises cannot be carried out neither while there is furniture left in the premises nor until I have returned the keys to your office.

I/We will notify the relevant utilities and disconnect them all from my/our name.

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on the **below** numbers.

Forwarding Address: _____

Work: _____ Home: _____

Mobile: _____ Other: _____

Email: _____

Signed: _____ Date: _____

_____ Date: _____

To assist with securing a tenancy promptly, please provide us with at least two suitable times we can arrange Opens for inspections

Day: _____	Date: _____	Time: _____
Day: _____	Date: _____	Time: _____
Day: _____	Date: _____	Time: _____

Property Manager	Office Use Only	PMA
Date Notice Received: ----/----/---- By: -----	Vacating letter to Tenant: ----/----/----	
REST Vacate Date: ----/----/----	Vacating letter to LL ----/----/----	
Property Manager:	Vacate Pack: ----/----/----	
Landlord Advised: ----/----/----	Pink Form <input type="checkbox"/> Bond Claim Form <input type="checkbox"/>	
Rent: \$ Monthly Rent: \$ Bond: \$	Copy of Keys <input type="checkbox"/>	
Date Available: ----/----/----	Notes:	
Advertising REST <input type="checkbox"/> Signboard erected <input type="checkbox"/>		
Photos & Description <input type="checkbox"/> White board/Diary <input type="checkbox"/>		
Pets Yes / No		