

# NOTICE TO VACATE - LEASE BREAK

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND RETURN**

NAME/S: \_\_\_\_\_  
PROPERTY ADDRESS: \_\_\_\_\_  
FORWARDING ADDRESS: \_\_\_\_\_  
CONTACT NUMBER/S: \_\_\_\_\_  
REASON FOR VACATING: \_\_\_\_\_  
DATE OF EXPIRY OF FIXED TERM OF LEASE: \_\_\_\_\_  
ACCOUNT HOLDER'S NAME: \_\_\_\_\_  
BSB & BANK A/C No.: \_\_\_\_\_  
INTENDED DATE KEYS WILL BE HANDED IN: \_\_\_\_\_

**PLEASE READ**

**INITIAL**

- A. You are fully bound by your Residential Tenancy Agreement which states:  
You are responsible for rent & maintenance until the property is re-let & new agreement is signed. This includes rental payments and caring for the property eg lawns/gardens/ cleaning/pool (if applicable)   
OR  
6 week's rent if you move out in the first half of the fixed term, OR  
4 week's rent if you move out in the second half of the fixed term  
(assuming the fixed term is 3 years or less)
- B. You will be liable for all other costs associated with re-letting the property e.g. advertising costs. To advertise on realestate.com cost is \$52.00.
- C. Hore+Davies will advise once the property has been re-let & will finalise the property file
- D. In the event that you give vacant possession prior to a suitable tenant being found or the fixed term expiring, you hereby authorise Hore+Davies to escort prospective tenants through the premises without you being present.
- E. The property is to be handed back in the same ("less wear & tear") condition as per your Residential Premises Condition Report.
- F. Would you like to be present during the final inspection? **Yes**  **No**
- G. **All signatories to the original Lease Agreement must sign this Notice to Vacate. Without all signatories this notice is not valid**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_