



PHILLIPSPANTZERDONNELLEY

(Tenant vacating before expiry of fixed term)

## Tenant Vacating Notice (Lease NOT Expired)

I/We hereby give notice of my/our intention to vacate the following property: Address:

\_\_\_\_\_

On the following date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I/We understand that this is breaking the tenancy agreement and acknowledge my/our responsibility for:

- 6 weeks rent if lease is broken in first half of the lease agreement
- 4 weeks rent if lease is broken in second half of the lease agreement

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

\_\_\_\_\_

I/We would like assistance in finding another property. Yes / No (circle one)

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:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: ALL TENANTS ARE REQUIRED TO SIGN VACATE NOTICE**

Office Use Only	
Date notice received: _____/_____/_____	Agreement expiry date: _____/_____/_____
Landlord advised: _____/_____/_____	Current rent: \$ _____ /pw
Computer input: _____/_____/_____	Rent paid to: _____/_____/_____
Pre-vacating letter to tenant _____/_____/_____	Recommended Rent \$ _____ /pw
Pre-vacating inspection date _____/_____/_____	Landlord Advised _____/_____/_____
Listing Prepared _____/_____/_____	Signboard Erected _____/_____/_____