



REAL ESTATE

(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:

- Four weeks rent if less than 25 percent of the agreement has expired.
- Three weeks rent if 25 percent or more but less than 50 percent of the agreement has expired.
- Two weeks rent if 50 percent or more but less than 75 percent of the agreement has expired.
- One weeks rent if 75 percent or more of the agreement has expired.

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 _____/_____/_____      |