

NOTICE OF INTENTION TO VACATE

TENANT: _____

PROPERTY: _____

LEASE EXPIRED

As per our tenancy agreement, we hereby advise that we will be vacating the above property on the _____ being not less than 21 days notice.

SIGNED: _____
TENANT(S) TENANT(S)

LEASE NOT EXPIRED/BREAK LEASE:

I/We hereby give notice of my/our intention to vacate the above property on:

I/We understand I/We are breaking the Tenancy Agreement and acknowledge I/we are responsible for:

- Pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- Pay a letting fee equal to one weeks rent for finding a suitable replacement tenant.
- Pay the landlord's cost of advertising

My/Our forwarding address
is: _____

My/Our reason for vacating
is: _____

I / We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by telephone me / us on:

Home: _____ Work: _____ Mobile: _____

RETURN KEYS:

I / we advise that I / we will hand to your office all keys in our possession including any that we may have duplicated.

PRIVACY ACT 1988:

We / I hereby understand and agree personal information collected during the tenancy may be disclosed for the purpose for which it was collected to other parties including landlords and their advisors, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to the agent or other landlord

Signed:

TENANT(S)

TENANT (S)

AGENT

DATE