

## Vacating Notice

Address: \_\_\_\_\_

Tenant: \_\_\_\_\_

28 Days Notice Expires: \_\_\_\_\_

Notice Received: \_\_\_/\_\_\_/\_\_\_\_\_ Lease Expired: \_\_\_/\_\_\_/\_\_\_\_\_

Vacate Date: \_\_\_/\_\_\_/\_\_\_\_\_ Lease Break: Yes / No

Telephone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant/s Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

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## Breaking of Lease

As of today's date \_\_\_/\_\_\_/\_\_\_\_\_, I / We advise that I / We hereby give \_\_\_ days notice to vacate the above property on \_\_\_/\_\_\_/\_\_\_\_\_.

I / We acknowledge that I / We are breaking our lease and are responsible for the following charges.

1. Rent until the day that the property is relet or until the expiry of the lease, whichever occurs first.
2. Letting fee of \$\_\_\_\_\_.\_\_\_\_ (including GST) which is equal to one week rent + GST.
3. Maintaining the property internally and externally until a new tenant has taken possession of the property (i.e.: Lawn mowing, weeding, rubbish disposal) as per the lease agreement.
4. Ensure the security of the property at all times.

Tenant :

Address :

Forwarding address :

Tenant/s signature: \_\_\_\_\_