



Tenant Vacating Notice

(Tenant vacating before expiry of Fixed Term)

Tenant(s): _____

Property: _____

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

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible for (the whole or part amounts will be calculated as per the Residential Tenancy Guide):

- rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- the owners letting fee for finding a suitable replacement tenant.
- the landlord's costs of the preparation of a new Tenancy Agreement.

My/Our reason for vacating is (optional) _____

My/Our forwarding address will be: _____

Please supply for forwarding of bond/mail*

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

Work: _____ Home: _____

Mobile: _____

Email: _____

Signed: _____

Signed: _____

Tenant(s)

Date:

Additional Notes:

Office Use Only

Date Notice received: _____ / _____ / _____ Tenancy Agreement expires: _____ / _____ / _____