

Notice to Vacate – Lease Break

Tenant Form

I/ we _____

Of: _____

I/ we hereby give notice of my/ our intention to vacate the above mentioned property on (Date): / / .

I/ we we understand I/we am/are breaking my/ our Tenancy Agreement and acknowledge I/ we am/ are responsible for the tenancy, as signed in our Tenancy Agreement to:

- Pay rent until I vacate the property.
- Pay on six (6) weeks rent to the lessors, for costs associated with securing a new tenancy, as a lease break fee as I am not yet half way through my current lease.

Or

- Pay four (4) weeks rent to the lessors, for costs associated with securing a new tenancy, as a lease break fee as I am more than half way through my current lease.
- The property will be cleaned and presented in a ready-to-let condition, in line with the properties Inventory and Condition Report.
- The carpets will be professionally steam cleaned, and will be dry ready for the final inspection with a receipt provided upon final inspection.
- I/ we are aware TLC Real Estate do not conduct final inspections on weekends, public holidays or outside of 9am to 5pm business trading days.
- I/ we understand if my property manager needs to re-inspect the property after I vacate I will be charged **\$55 per inspection**.
- I/ we understand if my property manager has to organise repairs, cleaning at the property I will be charged an **admin fee of \$110**
- I/ we understand access to the property may be required to re-let. *I/we are happy to allow the following 15-minute exhibitions to assist with securing a new suitable tenant on the following weekdays (please circle availability):*

Monday | Tuesday | Wednesday | Thursday | Friday | any weekdays

I/we are available on the below contact number, and are contactable in the middle of relocation;

MOBILE: _____ EMAIL: _____

MY/ OUR REASON FOR VACATING IS:

FORWARDING ADDRESS:

SIGNATURES OF ALL TENANTS ON TENANCY AGREEMENT:

SIGNED:	DATE:
SIGNED:	DATE:

DATE RECEIVED:

STAFF MEMBER: