

NOTICE OF INTENTION TO VACATE PREMISES

TENANT NAME/S: _____

PROPERTY ADDRESS: _____

PHONE NUMBER/S: (M) _____

DATE I/WE INTEND TO VACATE PREMISES

Please be advised that in compliance with the conditions of my Residential Tenancy Agreement, I hereby serve notice of my intention to vacate the above mentioned property by either giving a minimum of either:

(Please tick appropriate)

☐ 21 days' notice (as my fixed term agreement has ended);

OR

☐ 14 days' notice (as my fixed term agreement is ending within the next 2 weeks)

☐ 14 days' notice (as the property is for sale within the fixed term)

OR

☐ Due to unforeseen circumstances, I hereby notify you of my intent to *break my tenancy agreement*. I am aware that I am responsible to pay a break lease fee as per my lease agreement.

I acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants at reasonable times. I also agree that you may use the office keys for access as all inspections are carried out and accompanied by your agency staff.

I acknowledge that the keys will be returned to the office by 5pm as of the vacate date listed above.

TENANT/S SIGNATURE: _____ DATE RECEIVED: _____

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TENANT/S SIGNATURE: _____ DATE RECEIVED: _____

Tenant's FORWARDING ADDRESS: _____