

**NOTICE OF INTENTION TO VACATE**

Date: \_\_\_\_\_

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

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

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

I/We acknowledge that by breaking our lease we are required to pay the following costs:

- Rent to be paid up until the commencement date of the new tenants lease agreement or expiry of your tenant lease agreement, whichever is sooner.
- A letting fee of one and a half weeks rent plus GST is to be paid.
- Advertising fee of \$195.00 (subject to change).
- Administration fee of \$88.00

My/Our reason for vacating is: \_\_\_\_\_

The forwarding address is: \_\_\_\_\_

Under the Residential Tenancy Act 1997 you are required to give **28 days notice in writing** of your intention to vacate the premises. I/We understand that Twin Waters Estate Agents need to show prospective tenants through the property. **Please provide access details to the property.**

**NAME:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **WORK TEL:** \_\_\_\_\_

Signed by Tenant/s \_\_\_\_\_ Date \_\_\_\_\_

Signed by Tenant/s \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY:			
<b>Date Notice Received</b>		<b>Date Landlord Advised</b>	
<b>Recorded in PM</b>		<b>Current Rental Amount</b>	
<b>Vacating Letters</b>		<b>Agreed New Rental Amount</b>	
<b>Listing Info Date</b>		<b>Other Comments</b>	