Tenant Notice to Vacate Prior to Lease Expiry

It is our obligation to re let the property to find another suitable tenant. In this regard, I would greatly appreciate your co- operation by allowing access for prospective tenants to view the property after reasonable notice has been given to you.

You will be issued a tax invoice for the payment of the break lease fee. Below are the mandatory set break lease fees.

- 4 weeks rent if less than 25% of the lease had expired.
- 3 weeks rent if 25% or more but less than 50% of the lease had expired.
- 2 weeks rent if 50% or more but less then 75% of the lease had expired.
- 1 weeks rent if 75% or more of the lease had expired.

I/We hereby give notice that we will be abandoning the premises of:

_____

Tenant/s _____

Termination Vacant Possession Date : _____

Fixed Term Lease Expiry Date: _____ Reason for Leaving: _____

My/Our reason for vacating is: _____

_____

My forwarding address is _____

I/We would like assistance finding another property.   Yes/No   (please circle)

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Mobile:_____

Email: _____

Direct Deposit Details for Tenant Bond/Refunds:

Account Name : _____   **Bank** _____

BSB: _____   **Account No:** _____

Signature of all tenants : _____

Date: _____

Email Service of Notices and Documents Authorisation: I/we, the Tenant/s above named, hereby agree and provide my/our express approval and consent to receive the service of any Notice and any other document pursuant to s.223 of the Residential Tenancies Act 2010 via electronic service. I/we hereby authorise the Landlord, through their Agent, to serve Notices and other documents to the above email address. I/we, hereby agree and provide my/our express approval and consent to receive SMS text messaging for communications (other than documents of service of legal notices). I/we agree that if the above email address or mobile number is no longer in use or service that I/we shall notify the Landlord, through their Agent, of any change to the email address, in writing within 48 hours of the above listed email address no longer being in service.