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TENANT INTENTION TO VACATE NOTICE BREAK LEASE

Date			
Current address			
Tenants name/s, signature/s & phone number/s	Name/s	Signature/s	Phone no.
	1.		
	2.		
	3.		
	4.		
Reason for leaving			
Forwarding address/s	Name	Address	
	1.		
	2.		
	3.		
	4.		


Please tick

 **This is a Lease break** – we understand that we must pay all fees and charges associated with breaking the Tenancy Agreement including marketing costs and a pro-rata Letting fee until a new tenant is found and moves into the property. **I am/we are responsible for the rent and condition of the property including gardens until an alternative tenancy commences.**

☐

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

☐

 I/We acknowledge that we need to pay Prime Real Estate for **'For Lease' sign board \$88.00 inc GST** and **Internet Advertising \$110.00 inc GST** prior to commencement of advertising.

☐

Office use only:

Date Received: _____ Received by: _____