

Notice To Vacate

TENANT DETAILS

Tenant name _____

Rental property address _____

I/We hereby give notice of my/our intention to vacate the above property on _____

The reason for vacating is _____

My/Our forwarding address is _____

Would you like our leasing consultant to assist you in finding another property? Yes No

END OF FIXED TERM Yes

I/We understand that I/we am/are required to give at least 28 days notice, under the terms of my/our Tenancy Agreement.

During the final weeks of tenancy we will need to show prospective tenants through the property.

This will be via open for inspections held on a Saturday and if required midweek.

LEASE BREAK Yes

I/We understand that I am/we are breaking my/our Tenancy Agreement and acknowledge that I am/we are responsible to:

- Pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- Pay a pro-rata letting fee for finding a suitable replacement tenant.
- Pay advertising of \$275 to Garcia & Jones. Please note: we will not start advertising the property until this amount has been paid in full.
- Pay National Tenancy Database check costs at \$15 per check (for accepted applicants).
- Allow access for Garcia & Jones to show prospective tenants through the property at both Saturday & midweek open for inspections.

TENANT SIGNATURE _____ **DATE** ____/____/____

PRINTED NAME _____

This form may be emailed to rentals@garciajones.com.au.

We strongly recommend you confirm receipt of the form to enable your notice to vacate to be processed.