

Agency Use ONLY: Date received: ____/____/____

NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

RENTAL PROPERTY: _____

This is to confirm that I/we _____ hereby advise you that I/we wish to break my/our tenancy agreement. Could you please list the property for rent and assist in locating a new suitable tenant. For this service I/we agree to pay all reasonable reletting costs, being advertising and a letting fee as expended by your agency.

Landlord compensation fee \$ _____ + GST
Maximum advertising expense \$ _____

I/we are able to vacate the property with _____ days notice.
I/we would like to vacate the property on ____/____/____ (subject to a suitable tenant being secured).

I/we are aware that our tenancy agreement does not expire until the _____ day of _____ 20____. I/we understand that we are responsible for all rental payments until another suitable tenant is found. I/we also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break the tenancy agreement to be granted.

I/we hereby authorise you to erect a "to let" sign (where applicable) and to show prospective tenants the property.

I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. I/we will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that if we vacate the property owing money in excess of the bond or if a tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with TICA once the tenancy has ended.

We request a REFUND OF RENTAL BOND TRANSFER OF BOND to: _____

Tenant Signature: _____

Tenant Name: _____ Date: ____/____/____

Forwarding Postal Address: _____

Home Phone: _____ Mobile: _____

Tenant Signature: _____

Tenant Name: _____ Date: ____/____/____

Forwarding Postal Address: _____

Home Phone: _____ Mobile: _____

Reason for breaking tenancy:

