

## VACATING NOTICE FORM

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

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

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

Vacating date: \_\_\_\_\_

Forward address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Select which notice is applicable

- STANDARD VACATING NOTICE**  
*21 days notice required if lease is expired. 14 days notice required if within lease period, however can not be before the lease expiry date.*

I/we hereby give notice of our intentions to vacate the above premises and agree to the following conditions as per the lease agreement.

- I/we will return all keys by 5pm on the day of vacating.
- I/we agree to pay rent to this date.
- I/we agree to clause 9.7 of the Residential Tenancy Agreement to make the property available for a Harcourts representative to show to prospective tenants.

Tenant signatures: \_\_\_\_\_

- BREAK OF LEASE NOTICE**  
*Notice to vacate the premises prior to the end of the lease agreement.*

I/we hereby give notice of our intentions to vacate the above premises and agree to the following conditions as per the lease agreement:

- I/we acknowledge that I am/we are responsible to pay the weekly rent until the expiry of the lease or a suitable tenant is found.
- I/we agree to continue to maintain the yard and gardens until the expiry of the lease or a suitable tenant is found.
- I/we agree to pay the Landlords re-letting costs in relation to the tenancy at the time a suitable tenant is approved for the property. Including letting fee of one weeks rent plus GST and the landlords portion of the lease preparation fee \$30 inclusive of GST.
- I/we agree to reimburse Harcourts Kiama for any advertising expenses that are incurred to secure a tenant until the expiry of the lease.
- I/we agree to clause 9.7 of the Residential Tenancy Agreement to make the property available for a Harcourts representative to show to prospective tenants. Harcourts will endeavour to contact you to arrange appointments, however if unavailable will gain access to the premises with the office keys.

Tenant signatures: \_\_\_\_\_