

# Notice to Vacate. Lease Break.

I/We hereby give notice of my/our intention to vacate the following property:

Property address \_\_\_\_\_  
\_\_\_\_\_

Tenant/s name/s \_\_\_\_\_

Tenant/s contact number/s \_\_\_\_\_

On the following date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The expiry date of my/our current tenancy agreement is \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

My/Our reason for vacating is \_\_\_\_\_  
\_\_\_\_\_

My/Our forwarding address will be \_\_\_\_\_  
\_\_\_\_\_

- I/We understand that I/We are liable to pay rent up to the date that the property is re-leased to a suitable tenant. I/We also acknowledge that a lease break fee may be payable as per our tenancy agreement.
- I/We understand that all keys for the property must be handed into the office by close of business on our specified vacate date mentioned above. Should keys not be handed in on the date or the property not fully vacated, I/We will be liable for additional rent.
- I/We understand that a copy of the carpet cleaning receipt must be provided to the office when the keys are handed in.
- I/We understand that a staff member from Landmark Harcourts Wangaratta must receive this form in writing for it to take effect.

Tenant Name \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Tenant Name \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

OFFICE USE ONLY – Entered  Date

By