Raine & Horne Wagga Wagga
38 Tompson Street
WAGGA WAGGA NSW 2650
Ph: 02 6925 8322
Email: info@rhwagga.com.au

NOTICE TO BREAK LEASE

Property Address: _____

Tenant Name:_____ **(E-Mail)**_____

Contact Details: (H)_____**(W)**_____**M)** _____

The property will be vacated and keys returned to your office on

_____**day of** _____**2015**

New Forwarding Address_____

Bank Details for Bond Refund

BANK_____ ACCOUNT NAME_____

BSB_____ ACCOUNT NUMBER_____

I/We the tenant have read and understand the terms and conditions of the lease in relation to the correct notice required to be given and all the relevant terms and conditions in relation to vacating the premises. I/We agree to return ALL keys to your office by 5:00pm on the vacating date. Upon returning the keys if it is determined that additional cleaning or maintenance is required, Raine & Horne Wagga may immediately organise appropriate cleaners/tradesman to have the problems rectified.

I/We the tenant agree to engage Raine & Horne Wagga's services to locate a lessee willing to take over the remainder of my fixed term agreement.

I/We understand that I am obligated to continue to pay all rent due until the property has been re-let.

I/We understand that in order to mitigate my loss Raine & Horne Wagga will advertise the property on the internet (4 Sites) and in office marketing material. **This is a one off payment of $66.00.**

I/We agree to reimburse the landlord for all leasing fee's associated with re-leasing the property. This equates to **one weeks rent plus 10%**

I/We understand that we will be required to keep the property clean & yards maintained during this process.

I/We the tenant of the above property give permission for Raine & Horne Wagga Wagga to use the keys to show prospective tenants the property as per the tenancy agreement and to erect a FOR LEASE sign on the property.

Tenant Signature _____**Date**___/____/_____

_____**Date**___/____/_____

A notice to break lease will only be accepted on this Raine & Horne Wagga notice to break lease form. This vacate notice may be submitted by the following methods provided all details above are complete.

1. In Person to 38 Tompson Street, Wagga Wagga
2. E-mailed to info@rhwagga.com.au
3. Faxed Attention to Property Management Department on 6925 8321
4. Posted to Raine & Horne Property Management PO Box 460, Wagga Wagga NSW 2650
   (ALLOWING 3 CLEAR WORKING DAYS FOR DELIVERY)

OFFICE USE ONLY:

OWNER ADVISED: Y / N ENTERED PAST TENANT_____ NET Y / N
PROP TO BE RELET: Y / N LOGGED REST:_____ BY_____ LETTER SENT Y / N
NOTES_____