

Tenant Vacate Notice – Breach of Lease

Tenant(s): _____

Property: _____

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

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/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 Raine & Horne a letting fee of up to one week's rent + GST for finding a suitable replacement tenant (calculated pro-rata based on the remainder of lease term);
- Pay up front costs of any advertising in order to re-let the property; (approximate cost of \$110.00)
- Pay the cost of the re-letting fee of \$33.00
- Pay for replacement of smoke alarm batteries "at cost"

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

I/we understand that Raine & Horne Dubbo are not obliged to market or show the property until I/we deliver vacant possession of the property by returning all keys to Raine & Horne Dubbo.

I/we accept that when Raine & Horne carry out the final inspection, if any cleaning is required, I/we authorise Raine and Horne to hire a cleaning contractor to carry out any necessary cleaning at my/our expense.

- (a) I/we will organise to have the carpets professionally steam cleaned by a Raine & Horne approved carpet cleaner and agree to present a copy of the receipt to Raine and Horne Dubbo; OR
- (b) I/we would like Raine and Horne Dubbo to organise the carpet cleaning on my/our behalf and deduct the cost of the invoice from my/our bond.

I/We understand that should Raine & Horne want to show prospective tenants through the property, access can be arranged by Raine & Horne using the spare key, or by contacting me/us on:

Work: _____ Home: _____ Mobile: _____

Signed: _____

OFFICE USE ONLY

Date notice received: _____ Signboard Erection Organised: _____

Tenancy Agreement Expiry Date: _____ Current rent \$ _____ pw

Pre-Vacate Inspection Date: _____ Revised Rent: \$ _____ pw

Final Inspection Date: _____ Recorded on Computer: _____

Listing Prepared (photo & ad): _____ Landlord phoned: _____

Letter to landlord: _____ Pre-Vacating letter to tenant: _____

Carpet Cleaner Organised: _____