

Office Use: Date received / /

# NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

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 office.

Lessor 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 request a  REFUND OF RENTAL BOND  TRANSFER OF BOND to: \_\_\_\_\_

Current Home Number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 2): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 3): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

REASON FOR BREAKING TENANCY AGREEMENT: \_\_\_\_\_