

NOTICE OF INTENTION TO BREAK LEASE

.....

The Manager,
Raine & Horne Orange,
206 Lords Place,
ORANGE N.S.W. 2800

Dear Sir,

RE:

I/We hereby wish to give notice of my/our intention to end my/our Residential Tenancy Agreement prior to the expiration date of

I/We are aware that I/we are liable for costs relating to my/our breaking of the lease being:

- 1/ all rental payments until a tenant can be found or until the existing agreement runs out (whichever happens first)
- 2/ a portion of the re-letting fee (usually one weeks rent), plus lease preparation fee costs
- 3/ advertising costs

I/we realise that any assistance I/we can give in relation to finding a replacement tenant may help reduce the costs involved. With this in mind I hereby authorise Raine & Horne, Orange to use their office key with respect to showing any prospective tenants the abovementioned property in my/our absence.

YES / NO

OTHER INSTRUCTIONS:

I/We also acknowledge that the keys to the property will be returned to Raine & Horne prior to 10.00 am on the agreed vacating date, when finalised, otherwise an additional days rental will be charged.

Yours faithfully,

.....

OFFICE USE ONLY

TO BE COMPLETED ON THE DAY THAT NOTICE IS GIVEN AND THE LANDLORD NOTIFIED BY BOTH TELEPHONE AND IN WRITING

RECEIVED BY: DATE:

LANDLORD NOTIFIED: Date: Initials:

LANDLORD'S INSTRUCTIONS: