

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term)

Tenant(s) _____
Property: _____
Date: _____
Proposed Vacate Date: _____

(PLEASE NOTE THAT NOTICE CANNOT BE ACCEPTED UNTIL A VACATE DATE IS PROVIDED):

Tenancy Agreement Expiry Date: _____

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 and Horne Bathurst a LETTING FEE EQUAL TO ONE AND A HALF WEEK'S RENT + GST for finding a suitable replacement tenant. The Residential Tenancies Formula to be applied when calculating the Letting Fee.**
- pay the costs of any advertising agreed to by me/us and Raine and Horne Bathurst. To that end I/we authorise Raine and Horne Bathurst to advertise the property on the internet at a cost of \$121.00.**

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

I/We also understand that if my/our rent is paid by way of Raine and Horne Paycard that it is my/our obligation to cancel this facility. (This can be done by phoning freecall 1300 300 020).

Access can be gained to show prospective tenants through the property by either:

Using our keys or, calling first and using our keys or, ringing to make a suitable time

My/Our contact details are:

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____ Date: _____

So that we can assist you to receive a full bond refund, please give us a suitable time in the next 2-3 days when you can be present for us to conduct a brief pre-vacate inspection.

Date: _____ Time: _____

OFFICE USE ONLY

Date notice received: _____ Tenant agreement expiry date: _____

Rent paid to: _____ Current rent \$ _____ pw/pfn/pm

Rent due to expiry of tenancy \$ _____ Tenant advised of rent due to expiry: yes

Vacating tenant checklist raised: _____ Update tenant phone no's on Rest: yes

Booked Pre-Vacate inspection into Property Manager's Diary: yes