

Notice to Vacate – Lease Break

Date notice received by office

Property address

Tenant's name

Date lease expires

Forwarding address

Reason for leaving

- We will remain at the property until a suitable replacement tenant is found
- We will be vacating the property on ___/___/___ and will continue to pay rent until a suitable replacement tenant is found

Re-letting and access arrangements

As part of the process of finding a new tenant for the property, you will receive notifications via text and email from the online service, inspectrealestate.com.au of when inspections are scheduled at the property. We will use our office key for access. You will receive a minimum of three days' notice for any inspections.

- Inspections to occur at any time, with text and email notifications three days prior
- We wish to have inspections as per the below times, with text and email confirmation:

Advertising package (please be advised that advertising will not commence until a package is chosen):

Option A - \$290 inc. GST

Realestate.com.au – 30 day listing
Corflute 5'x4' Leasing board
Rent list, tenancy database & online booking
Realestate.com.au re-highlight 30 days - \$140 inc. GST

Option B - \$335 inc. GST

Realestate.com.au – 30 day listing
Steel 7'x5' Leasing board
Rent list, tenancy database & online booking
Realestate.com.au re-highlight 30 days - \$140 inc. GST

A tenant of a Residential property under the terms of the Residential Tenancies Act 1997 is required to:

1. Continue to pay rent until such time as the property is re-let or the lease Agreement has been terminated (whichever comes first). The bond is not to be used as rent. Using bond as rent is illegal and can incur a substantial fine.
2. Continue to ensure the property including gardens and lawns are maintained until such time as the property is re-let or the lease Agreement has been terminated (whichever comes first).
3. To pay all advertising costs incurred by the Landlord to re-let the premises.
4. To reimburse the Landlord one weeks rent plus GST.

THE TENANT/S WHOSE NAME/S APPEAR IN THE LEASE AGREEMENT ARE ALL EQUALLY RESPONSIBLE FOR THE AFORESAID COSTS.

I / We, the tenants of the above-mentioned property, agree to the above conditions set out in this form and our signed Lease Agreement:

SIGNED: _____
(Tenant/s)

DATE: _____

BREAK LEASE VACATING CHECKLIST

ADDRESS: _____

TENANTS: _____

At time of notice to vacate

- PM:** Receive break lease notice in writing
By: _____ Date: _____
- PM:** Enter lease break & availability date in Console & check tenant contact details
By: _____ Date: _____
- PM:** Contact owner, send confirmation letter/email
By: _____ Date: _____
- PM:** Send break lease confirmation letter/email and break lease invoices to tenant
By: _____ Date: _____
- PM:** Print out bond claim form, outstanding invoices & copy of keys in vacate envelope at reception
By: _____ Date: _____
- PM:** Enter property on MyDesktop and add advertising charge to tenant
By: _____ Date: _____
- PM:** Charge lease break fee to tenant
By: _____ Date: _____
- PM:** Order for lease board & check on Vacancy
By: _____ Date: _____

When property is leased

- PM:** Enter vacate date in Console
By: _____ Date: _____

When tenant vacates property

- PM:** Tenant handed keys & carpet receipt in
By: _____ Date: _____
- PM:** Remove DD once rent is paid to vacate
By: _____ Date: _____
- PM:** Vacate inspection conducted & notes entered in Console
By: _____ Date: _____
- PM:** Owner updated re: final inspection
By: _____ Date: _____
- PM:** Tenant sent back for additional cleaning YES NO
By: _____ Date: _____
- PM:** Second inspection conducted if applicable
By: _____ Date: _____
- PM:** Tenant balances checked and all outstanding monies paid
By: _____ Date: _____
- PM:** Bond claim form sent to RTBA once approved by owner
By: _____ Date: _____
- PM:** Routine inspection changed to final (recurrence deleted) & property made inactive
By: _____ Date: _____

Completed by: _____