



Contact No. 0407 418 214

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www.macbarpm.com.au

NOTICE OF INTENTION TO VACATE

Date:			
Tenant(s):	1.		
	2.		
	3.		
	4.		
Property Address:			
I/We hereby give notice of my/our intention to vacate the above property on date:			
I/ We will be breaking our fixed term lease agreement		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I/We acknowledge that by breaking our lease we are required to pay the following costs:</p> <ul style="list-style-type: none"> Rent to be paid up until the commencement date of the new tenants lease agreement or expiry of your tenants lease agreement, whichever sooner. A pro rata letting fee Administration Fee of \$100.00 Advertising Fee as applicable City West Water meter reading fee 			
My/Our reason for Vacating is:			
The forwarding address is:			
<p>Under the terms of your tenancy agreement, you are required to give at least 30 days notice in writing of your intention to vacate the premises. I/We Understand that Release needs to show prospective tenants through the property. Please provide contact details for access to the property:</p>			
Name:		Mobile:	
Email:		Work Tel:	
Signed (1):		Signed (2):	
Signed (3):		Signed (4):	

Office Use Only

Date Notice Received:		Date Landlord Advised:	
Pre-Vacating Letters:		Current Rental Amount:	
Listing Information Date		Agreed Rental Amount:	
Other Comments:			