



NOTICE OF INTENTION TO VACATE NSW

Property Address: _____

Tenant/s: _____

1. **Periodic Tenancy: 21 days written notice. Prior to end of fixed term: 14 days written notice**

I/we acknowledge that should the keys to the property not be handed in to the agent on the vacating date noted below, then I/we will be required to pay rent until the day the keys are handed to our office.

2. **Breaking Fixed Tenancy:**

Mandatory break fees may apply which is payable based on the stage of the agreement. A break fee is a penalty a tenant agrees to pay if they move out before the end of the fixed term.

If the mandatory break fee applies, the set fee payable is:

- four weeks rent if less than 25 per cent of the agreement has expired
- three weeks rent if 25 per cent or more but less than 50 per cent of the agreement has expired
- two weeks rent if 50 per cent or more but less than 75 per cent of the agreement has expired
- one weeks rent if 75 per cent or more of the agreement has expired.

3. I/we hereby authorise the agent to contact me/use to arrange for prospective tenants to inspect the property during the period of signing this notice and the vacating date.

4. I/we hereby authorise the agent to undertake the vacating inspection without our being present after I/we have handed the keys to the agent.

5. I/we understand that I/we am/are required to give **14 or 21 days** notice, under the terms of my/our Tenancy Agreement.

6. I/we hereby give notice of my/our intention to vacate the above property on: _____

7. My/our reason for vacating is: _____

8. **Forwarding Address:** _____

9. I/we acknowledge receipt of a copy of this notice and further acknowledge that its contents have been clearly explained to me/us.

10. I/we understand that you may want prospective tenants to view the property. Access in this regard, can be arranged by contacting me/us on:

First Inspection: Date/Time _____ **Tenant home / Take office key**

Work: _____

Home: _____

Mobile: _____

Email: _____

Signed by Tenant/s

Date

Signed on behalf of the agent First National Bonnici & Assoc

Date

PRE-VACATING INFORMATION [OFFICE USE ONLY]

| | | | |
|----------------------|--|----------------------|--------------|
| Vacate Date: | _____ | Lease Expiry Date: | _____ |
| Break Lease: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Rent Paid Up To: | _____ |
| Rent Owing: | \$ _____ | Outstanding Debts: | \$ _____ |
| | DATE INITIAL | | DATE INITIAL |
| Computer Vacate Date | _____ | Outlook Vacate Dates | _____ |
| Tenant Vacate Letter | _____ | Added to Vacate List | _____ |

KEYS DELIVERED TO OFFICE

Forwarding Address: _____
_____ Post Code: _____

Contact No.'s (H) _____ (W) _____ (M) _____

Rent Paid to Vacate Date? Yes No If no, How much owing? \$ _____ Access Card Returned Yes No

Date of Return: _____ Time of Return _____

Keys personally returned by:

Name Signature

Agent Signature