NOTICE OF INTENTION TO VACATE

Property Address: _____

Tenant/s: _____

1. **Periodic Tenancy: 28 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:**
   If vacating during the lease term of the agreement I/we will be responsible for paying a relet fee, advertising costs and rent until the day the property is relet or until the expiry date of the lease, whichever comes first.

   I/we authorise for the property to be advertised   (currently $99.00):   ☐ Yes   ☐ No

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 **28 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: ☐ Yes   ☐ 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