



## VACATE NOTICE – NSW

Address: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Tenant/s: \_\_\_\_\_

Please be advised that we hereby give 21 days notice to vacate the above property, or 14 days notice to conclude on the last day of the fixed term.

Date vacating: \_\_\_/\_\_\_/\_\_\_\_\_ Break lease: [ ] Yes [ ] No

Reason for moving: \_\_\_\_\_

I/we \_\_\_\_\_ understand that we are legally required to allow the agent and prospective tenants through the property for the purposes of re-letting.

Home number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Forwarding address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed:

\_\_\_\_\_

## LEASE BREAK

Date vacating: \_\_\_/\_\_\_/\_\_\_\_\_ End of lease: \_\_\_/\_\_\_/\_\_\_\_\_

I/we acknowledge that I/we are breaking our lease and are responsible for the following charges if the fixed term is not more than 3 years:

- 4 weeks rent if less than 25% of the fixed term has expired
- 3 weeks rent if 25% or more but less than 50% of the fixed term has expired
- 2 weeks rent if 50% or more but less than 75% of the fixed term has expired
- 1 week's rent if 75% or more of the fixed term has expired

(This does not apply if you are on a fixed term residential tenancy agreement for a fixed term of more than 3 years)

Signed:

\_\_\_\_\_

## OFFICE USE

**Notice received:** \_\_\_/\_\_\_/\_\_\_ **Lease break:** [ ] Yes [ ] No  
**Address:** \_\_\_\_\_  
**Tenant/s:** \_\_\_\_\_  
**Date vacating:** \_\_\_/\_\_\_/\_\_\_ **New rental amount:** \$ \_\_\_\_\_  
**Advertise:** ASAP / HOLD / LOST  
**Charge advertising:** TENANT / OWNER / NO

## CHECKLIST:

- Vacate date in Property Me
- Send tenant vacate email instructions
- Add to Real Estate and Domain via Inspect Real Estate
- Enter smoke alarm maintenance
- Call owner
- Add to listing board x2
- Organise vacate inspection
- Check all tenant/master keys at property
- Final water meter reading
- Get bond claim form ready

## PROPERTY MANAGER

**Inspected property:** \_\_\_/\_\_\_/\_\_\_ **Keys returned:** Yes/No **Date:** \_\_\_/\_\_\_/\_\_\_  
**Bond Number:** \_\_\_\_\_ **Amount lodged:** \_\_\_\_\_ **P / O**

Deduction due:

Rent owing:	\$ _____	Tradesman:	_____
Letting fee:	\$ _____	Tradesman:	_____
Advertising:	\$ _____	Reading:	_____
Cleaning:	\$ _____	Tradesman:	_____
Repairs:	\$ _____		
Water due:	\$ _____		
Other:	\$ _____		

**TOTAL:** \$ \_\_\_\_\_

- Email bond claim form/Lodge claim online
- Smoke alarm maintenance actioned
- Tenant reference completed in Property Me
- Charge final water account