

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term) **Pacific Property Management**

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on:

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- pay rent up to & including the vacate date and
- pay a break lease fee equivalent to 6 weeks rent (if more than 50% of your lease is remaining)
- pay a break lease fee equivalent to 4 weeks rent (if less than 50% of the lease is remaining)

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

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

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Date notice received: _____ Tenant agreement expiry date: _____

Letter to Landlord: _____ Current rent \$ _____ pw/pf/pm

Computer input: _____ Rent paid to: _____

Vacating letter to tenant: _____ Rec. new rent: \$ _____ pw/pf/pm

PM to Diarise vacate date: _____ Phone call to Landlord: _____

Listing prepared: _____ Advise sales team if applicable: _____

BOND CLAIM **YES/NO**

Rent due: \$ _____

Water: \$ _____

Cleaning: \$ _____

Repairs: \$ _____

Total Due \$ _____

**N.B. FORM MAY BE LODGED IN PERSON TO OUR OFFICE AT 101 PARK BEACH ROAD
OR EMAILED TO RECEPTION@COFFSACCOMMODATION.COM.AU**