

Notice to Vacate



Tenant Details

I/we hereby give notice of my/our intention to vacate the following property

Tenant Name:

Contact Details:

Rental Property Address:

Vacating Date:

Please fill in details below regarding termination of lease:

21 days notice: I/we understand that I/we are required to give 21 days notice, under the terms of my/our Tenancy Agreement. Payment of the rent until the vacate date (which is taken as the day the keys are returned to our office).

Breaking Fix Term Lease: I/we understand that I/we are required to pay rent until the property is re-leased by an Richardson and Wrench Branxton approved applicant, under the terms of my/our Tenancy Agreement.

Reason For leaving / Breaking Lease:

Forwarding Address:

Terms and Conditions / Declaration

Please fill indicate below that you agree and understand the below terms and conditions regarding vacating a property:

Payment of vacating water usage - to be invoiced after the final inspection

Property keys – All keys (including any copies made) to be returned in full as per key record on your tenancy agreement. If all keys are not returned in full than a locksmith will be at your expense.

Payment of rent – All rent will be paid up-to-date on vacating date and/or when keys are handed into our office.

1. Rent will be payable to the vacating date and/or until keys are returned in full to our office.
2. Keys to the premises are to be returned in full as shown on your key record, including keys which have been copied and duplicated on the vacating date.
3. 21 days notice starts from the day this form (notice to vacate) is sent to our office by e-mail, fax or personal delivery to our office.
4. All information provided on this form (notice to vacate) is true and correct.
5. On the vacating date all tenants must sign a bond refund.
6. Water usage will be payable until your vacating date and/or when the keys are handed into our office.
7. If breaking a fixed term lease that you are required to pay rent until the property is re-leased by an Richardson and Wrench Branxton approved applicant.

Yes, I agree that I have read and agree to all terms and conditions with the above declaration

Signed: _____ **Date:** ____ / ____ / _____

Agent Details

Agent / Property Manager:

Signed:

Date: