

DATE _____

TO THE PROPERTY MANAGER
RAINE AND HORNE WOLLONGONG
226 Corrimal Street, Wollongong – Ph 4229 9600

Re _____
(Property address)

Dear Property Management,

**Minimum days for notices: 14 days for terminating the tenancy at end of fixed term
(Notice must be given before the fixed term ends.)
21 days for terminating the tenancy after the fixed term has ended.**

SECTION 1 NOTICE TO VACATE WITH EXPIRED LEASE

Fill in this section if your lease is about to expire or has expired

Names.....

We hereby advise that we wish to vacate the above property on ___/___/___

We understand that we must give at least 21 days notice in writing.

OR

SECTION 2 BREAK OF LEASE

Fill in this section if you are breaking your lease

I the tenant of the above mentioned premises, realise that I am breaking the conditions of my Residential Tenancy Agreement, and acknowledge that I/we are still responsible for rent until the Agreement expires which is ___/___/___ or until the day a new tenant moves into the above addressed premises, whichever applies first.

I also understand that I am responsible for any costs incurred to the landlord for endeavouring to re-let the property. This could include advertising and letting fees to the agent.

All applications submitted are subject to the Landlord’s approval.

Signature of the tenant breaking the Agreement.....

We recommend and encourage you make your own endeavours to find a new tenant.

SECTION 3 NEW CONTACT DETAILS

I authorise the agent to conduct the outgoing inspection in my absence, on the understanding that the agent will contact me promptly should there be any points of concern.

Our Forwarding address will be.....

Reason for Vacating.....

My current contact phone number _____

I am currently employed at: _____

Work Contact No _____ Other No _____

My next of Kin is _____ Ph No _____

I/we agree for Raine & Horne Wollongong to show this property to prospective tenants between now & our vacate date

SIGNED.....

NAMES _____