

VACATE NOTICE – New South Wales

Address:.....Date:.....

Tenants:.....

Under the terms of my Tenancy Agreement I understand that I am required to give **at least:**

- ☐ 21 days' notice (if lease has expired)
- ☐ 14 days' notice (if coming up to end of lease)
- ☐ Breaking lease (if lease not yet expired) – please see additional section below

Vacate Date:

Reason for moving:.....

We will allow prospective tenants through the property prior to vacating and can be contacted on:

Mobile:.....

Email:.....

Home:.....

Can we email you details relating to your vacate? Yes / No

Forwarding Address: (must be given)

.....

Signed:.....

Are you Breaking your Lease? **YES / NO**

Date Lease Expires:.....

We are aware by breaking our lease we are liable for the following charges:

- Rent until a new tenant is found, or expiry of lease whichever occurs first.
- Letting fee equal to one weeks rent or less (this cannot be calculated until a new tenant is secured)
- Advertising of \$195.00

Property must continue to be maintained including gardens, watering & cleaned until a new tenant is found or the expiry of the lease.

Signed: **Date:**.....