



NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

PROPERTY: _____

This is to confirm that I/we _____ hereby advise that I/we wish to break my/our tenancy agreement. Could you please list the property for rent and assist in locating a new suitable tenant. For this service I/we agree to pay all reasonable reletting costs, being advertising as expended by our office and a lessor compensation fee to cover the letting fee that has been paid by the owner. The lessor compensation fee is calculated as a pro-rata amount. For example: Weekly rent / total term of tenancy X remaining term of tenancy. (If you signed a 12 month tenancy term at \$200 per week and break your agreement and vacate after 6 months you will be required to pay \$100).

Lessor compensation fee \$ _____ + GST
 Maximum advertising expense \$ _____

I/we are able to vacate the property with _____ days notice.
 I/we would like to vacate the property on ____/____/____ (subject to a suitable tenant being secured)

I/we are aware that our tenancy agreement does not expire until the _____ day of _____ 20____. I/we understand that we are responsible for all rental payments until another suitable tenant is found. I/we also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break tenancy agreement to be granted.

I/we hereby authorise you to erect a "to let" sign (where applicable) and to show prospective tenants the property.

I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. I/we will have the property clean and tidy as per the cleaning guide for your inspection.

I/we are aware that our names will be recorded with INSERT TENANT DEFAULT AGENCY if I/we fail to leave the property in good repair or vacate with an outstanding debt to the agent or lessor.

We request a REFUND OF RENTAL BOND TRANSFER OF BOND to:

Current Home Number: _____

SIGNED (Tenant 1): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 2): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 3): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

REASON FOR BREAKING TENANCY AGREEMENT: _____