

# VACATE NOTICE

I / We \_\_\_\_\_

who currently reside at \_\_\_\_\_

hereby advise of our intentions to vacate the above mentioned property.

**Please select from one of the below options relevant to you.**

- We are approaching the end of our fixed term lease and wish to provide you with a minimum of **14 days** written notice. We understand that this notice can only be provided prior to the lease expiring and we cannot conclude the tenancy before the expiry date.
- We are currently outside of a fixed term lease period and wish to provide you with a minimum of **21 days** written notice to vacate the property.
- We wish to **break our lease** agreement and understand that the current agreement does not expire until \_\_\_\_/\_\_\_\_/\_\_\_\_. For this reason, we acknowledge and accept that we are responsible for all aspects of the current lease including, but not limited to, rental payments and the presentation of the property until a new tenancy commences. Furthermore, we acknowledge and accept our responsibility to pay a break lease fee equivalent to one weeks rent plus incurred advertising expenses.

**Vacate Date** \_\_\_\_\_

We agree to return the property keys to Miller and James Real Estate by 5.00pm on the above mentioned date.

Our forwarding address is \_\_\_\_\_

Our best contact number during our vacate process is \_\_\_\_\_

Our account details for any refund are:

BSB \_\_\_\_\_ Account No. \_\_\_\_\_ Bank \_\_\_\_\_

Account Name \_\_\_\_\_

By providing Miller and James Real Estate with our notice to vacate, we acknowledge and accept the following conditions:

- I / We cannot change the vacate date as indicated above. This date is fixed.
- I / We understand that you may want to show prospective tenants through the property prior to our vacate date.
- I / We agree to have all outstanding monies paid and finalised to Miller and James on or prior to our final day of tenancy.

\_\_\_\_\_  
Signature / s

\_\_\_\_\_  
Date

## **Office Use Only**

Vacate Notice fully completed and received on \_\_\_\_\_ Vacate confirmation letter sent

Landlord advised on \_\_\_\_\_ via \_\_\_\_\_

Relet at \$ \_\_\_\_\_ Advertising completed on \_\_\_\_\_

Instructions: \_\_\_\_\_