

# NOTICE OF INTENTION TO VACATE PREMISES

TENANT NAME/S: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

PHONE NUMBER/S: (H) \_\_\_\_\_ (M) \_\_\_\_\_

DATE I/WE INTEND TO VACATE PREMISES:

Please be advised that in compliance with the conditions of my Residential Tenancy Agreement, I hereby serve notice of my intention to vacate the above mentioned property by either giving a minimum of either:

(Please tick appropriate)

21 days notice (as my fixed term agreement has ended);

OR

14 days notice (as my fixed term agreement is ending within the next 2 weeks);

OR

Due to unforeseen circumstances, I hereby notify you of my intent to *break my tenancy agreement*. I am aware that I am responsible to pay rent until a suitable tenant is found and also for all costs that the landlord would normally pay for at a change of tenancy.

a. I acknowledge that this notice commences from the date after its receipt in your office and that I am responsible for the rent & condition of the property for the duration of the notice or until an alternative tenancy commences, whichever occurs first;

b. I acknowledge that all the keys are to be handed into your office by 5pm on the final day of my notice period or at the latest 10am the following morning and should there be a delay for any reason, I understand that rent will accrue on a daily basis until the keys have been returned.

c. I acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants at reasonable times. I also agree that you may use the office keys for access as all inspections are carried out and accompanied by your agency staff.

TENANT/S SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

TENANT/S SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

TENANT/S SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

Tenant's FORWARDING ADDRESS: \_\_\_\_\_

Please deliver to Nelson Bay Real Estate ASAP. Using either

EMAIL : [rentals@nelsonbayrealestate.com.au](mailto:rentals@nelsonbayrealestate.com.au)

FAX: (02) 49841621

POST: PO Box 299, Nelson Bay, NSW, 2315.