

The right choice

Drake
REAL ESTATE

Date of Service/ received _____

TENANT VACATING NOTICE

Attn. Property Management
Drake Real Estate
Shop 2, 20 Waterloo St
NARRABEEN NSW 2101

NB THIS NOTICE MUST BE COMPLETED IN FULL AND SIGNED BY ALL LEASE HOLDERS

Dear Property Manager,

RE: VACATING NOTICE FOR _____

I/We hereby give notice of our intention to vacate AND hand keys back for above mentioned property

On this date: ____/____/____ The property will be fully cleaned and ready for inspection

- I/We give notice under Periodic Agreement and have provided the required **21 days' notice**
- I/We are on a Fixed Term lease and give 14 days or more notice before the end of our lease.
- I/We are breaking our lease under Section 41 of the RTA 2010, and the following break lease fee charges apply if the fixed term is not more than 3 years:
4 weeks rent if less than 25% of the fixed term has expired,
3 weeks rent if 25% or more but less than 50% of the fixed term has expired,
2 weeks rent if 50% or more but less than 75% of the fixed term has expired,
1 weeks rent if 75% or more of the fixed term has expired. This is **due and payable on submission of this notice.**
- I/We are under end of lease/90 day no grounds/sale of property termination & give 14 days' notice

My/Our forwarding address is: _____

The bank account for Bond Refund is: BSB ____/____ Bank _____

Account Number _____ Account Name _____

I/We shall hand in all keys to the property on or prior to the specified vacating date, and understand that we will continue to be responsible for rent up to and including that day. I understand that until all keys and remotes are surrendered to Drake Real Estate I will be responsible for a daily occupation fee. *Keys will be checked off against the initial key document, and are not to be left in the property.*

I/We undertake to leave the premises in as close as possible condition to that set out in our initial incoming inspection report. All cleaning will be completed and all of our possessions will be removed ready for that inspection.

I/We give you permission to show prospective tenants through the property between business hours, I/We do prefer that you telephone first before on

(H) _____ or (W) _____ or (M) _____

Yours faithfully,

Tenants Names Tenants Signatures Date

Received by Staff Member _____ Date _____