

## Tenant Vacating Notice - BREAKING LEASE

### FORMAL NOTICE OF INTENTION TO VACATE – PRIOR TO END OF LEASE

To Safe Hands Property Management

Method of service:-

- Hand delivered to: 1 Brown Street, Newcastle
- Mailed to: PO BOX 1089, Newcastle NSW 2300
- By Facsimile to: 0249 26 4876

Date notice sent/delivered: \_\_\_\_\_

Address of premises: \_\_\_\_\_

I/We hereby give notice of my/our intention to vacate the premises on \_\_\_\_\_(insert date)

I/We understand that this is breaking the Tenancy Agreement and acknowledge my/our responsibility for:

- paying rent until either a new tenant moves into the property and starts paying rent or until the Agreement expires (whichever happens first).
- paying **PRDnationwide** a letting fee equal to one week's rent for finding a suitable replacement tenant plus GST.
- paying the costs of any advertising agreed to by me/us and **PRDnationwide**.
- paying the landlord's costs of the preparation of a new Tenancy Agreement, in the sum of \$\_\_\_\_\_.

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Date notice received: _____/_____/____	Tenancy Agreement expiry date:
Landlord advised: _____/_____/____	Current rent \$ _____ pw