

TENANT VACATING NOTICE

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on:

Date: _____

END OF LEASE

I/We understand that I/we am/are required to give _____ days notice, under the terms of my/our Tenancy Agreement.

LEASE BREAK

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- pay the Landlord/Agent a pro-rata letting fee for finding a suitable replacement tenant (our letting fee is 2.2weeks rent)
- pay the costs of any advertising agreed to by me/us and iPropertyManager
- to be a legally binding tenancy agreement, we require the new tenant to have paid bond, rent, signed the Tenancy Agreement and have collected the keys (taken possession)
- we require a minimum five (5) business day turnaround between tenants, to allow us to conduct a thorough bond inspection and on boarding condition report. As such rent will be incurred for this period between tenancies.

LEASE ASSIGNMENT

I/We understand that I/we am/are assigning my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- Pay the landlord/Agent an administration fee of \$110.00 for preparation and signing of leasing documentation including Tenancy Agreement and RTBA Tenant Transfer form.

My/Our forwarding address will be: _____

I/We understand that you will show prospective tenants through the property.

Signed: _____

Signed: _____

Date: _____

Date: _____

Note: Please return this signed form to our office. This can be done by email it to info@ipropertymanager.com.au or posting it to suite 10| 349-351 Bluff Rd, Hampton Vic 3188.