

Office Use: Date received / /

# NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

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

This is to confirm that I/we \_\_\_\_\_ hereby advise you that I/we wish to break my/our Tenancy Agreement in accordance with legislation requirements.

We intend to vacate the property on \_\_\_\_\_ and will notify you immediately if this date changes.

I/we confirm that our Tenancy Agreement does not expire until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

I/we hereby instruct your office to commence the re-letting process to assist with securing a new suitable tenant.

I/we understand that there is a fee for breaking our agreement.

**Break Lease Fee:**

If the tenancy is a fixed term of not more than 3 years, the rent payable will be calculated on a sliding scale

Less than 25%	25% but less than 50%	50% but less than 75%	75% or more
4 Weeks Rent	3 Weeks Rent	2 Weeks Rent	1 Weeks Rent

I/we agree that we will pay a break lease fee equivalent to where we sit in our lease on the above scale

I/we hereby authorise you to erect a 'To Let' sign at the property, and agree that you are able to show prospective tenants through property.

I/we agree we will have the property clean and tidy as per the cleaning guide for your inspection.

I/we are aware that our names will be recorded with your Tenant Database Agency if we leave the property with an outstanding debt to the agent or landlord.

**REFUND OF RENTAL BOND DETAILS**

Current Home Number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

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

SIGNED (Tenant 2): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

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

SIGNED (Tenant 3): \_\_\_\_\_ Date: / /

Forwarding Address: \_\_\_\_\_

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

**REASON FOR BREAKING TENANCY AGREEMENT:** \_\_\_\_\_

\_\_\_\_\_