

The right choice

Drake
REAL ESTATE

Date of Service _____

TENANT VACATING NOTICE

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

NB: THIS NOTICE MUST BE DELIVERED TO OUR MAIL BOX OR HANDED TO A STAFF MEMBER IN THE OFFICE. WE DO NOT ACCEPT ANY OTHER METHOD INCLUDING EMAILED NOTICES

Dear Property Manager,

RE: VACATING NOTICE FOR _____

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

_____/_____/_____

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 according to the terms of our lease the following break fee charges apply: Less than half the term completed **6 weeks rent**, more than half the term completed **4 weeks rent**, is due and payable in full on the date of vacating.

My/Our forwarding address is: _____

The bank account for Bond Refund is: BSB _____ / _____ Account _____

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 the day. I understand that until all keys and remotes are surrendered to Drake Real Estate I will be responsible for a daily occupation fee.

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 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
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Received by Staff Member _____ Date _____