

## Tenant Vacating Notice

I/We .....(name)  
hereby give notice of my intention to vacate the property at  
.....(property)  
on..... (vacate date)

Under the terms of my Tenancy Agreement I understand that I am required to give:

- 21 days notice (if lease has expired)
- 14 days notice (coming up to end of lease)
- Breaking lease (agreement not yet expired) – please see additional clauses:

I/we understand that as I am breaking the Tenancy Agreement I am responsible 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 Integrity Real Estate a letting fee equal to one (1) week's rent for finding a suitable tenant
- Paying the landlords costs for the preparation of a new Tenancy Agreement which is the sum of \$30

The reason for vacating is .....

My/our forwarding address is .....

- I/We would like assistance in finding another property

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

w) ..... h) ..... m) .....  
email .....

Signed ..... Date .....