

# Early Exit Notice

From Tenant under section 110B of the Residential Tenancies Act 2010

This notice can only be used by a tenant in a fixed term agreement who has been given a termination notice from their landlord.

**Important: This notice must be given at least 14 days before the tenant vacates the property.**

Please complete this form using a black pen in BLOCK LETTERS

Name of landlord/agent:

I have received a termination notice from the landlord or the landlord's agent to vacate the premises at:

Address of premises:

Postcode:

on dd/mm/yyyy

(insert the **termination date** specified in the landlord's termination notice).

I give you notice of my intention to vacate the premises **before** the end of the fixed term

on dd/mm/yyyy

(insert **tenancy end date** which must be at least 14 days after the date this notice is given to the landlord)

I acknowledge that:

1. This early exit notice can only be given:
  - in the last 60 days of the agreement - for a fixed term agreement of 6 months or less.
  - in the last 90 days of the agreement - for a fixed term agreement of more than 6 months.
2. I am liable to pay rent up until both of the following have occurred:
  - I give vacant possession of the premises; and
  - we have reached the tenancy end date specified in this notice.

## SERVICE OF NOTICE (Section 223)

Notice given by:

Delivering it to the landlord/agent in person

Mailing it to the landlord/agent (allow extra 7 business days for delivery).

Personally putting it in the landlord/agent's letterbox, in an envelope addressed to them.

Delivering it to somebody in person over 16 at the landlord/agent's office.

Emailing it to the landlord/agent at a specified email address for the service of documents (only if express consent has been given by the landlord/agent).

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Signature of tenant:

Date delivered/posted/emailed: *dd/mm/yyyy*

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#### More information

For information about your rights and obligations as a tenant, contact:

- NSW Fair Trading on 13 32 20 or [nsw.gov.au/fair-trading](https://nsw.gov.au/fair-trading) or
- Law Access NSW on 1300 888 529 or [lawaccess.nsw.gov.au](https://lawaccess.nsw.gov.au) or
- your local Tenants Advice and Advocacy Service at [tenants.org.au](https://tenants.org.au)

## Information for the tenant

- You should retain a copy of this notice for your own records.
- The tenancy end date does not have to align with rent payment periods.
- You cannot use this early exit notice if the landlord's termination notice was due to a breach of the agreement, the property becoming uninhabitable, or the termination was ordered by the NSW Civil and Administrative Tribunal.
- You must give vacant possession of the property on or before the tenancy end date you put in this notice. You must continue to pay rent until the tenancy end date, even if you vacate the property earlier.
- You do not have to pay a break lease fee if you vacate the property in line with this notice.
- The notice period begins the day after this early exit notice is given to the landlord. Notice periods include all days of the week, including weekends and holidays.