

Office Use: Date received / /

NOTICE OF INTENTION TO BREAK LEASE

Property Address: _____

This is to confirm that I/we _____ hereby advise that I/we wish to break my/our lease agreement. Could you please list our property for rent and assist in locating a new suitable tenant. For this service we agree to pay the letting fee and advertising fee as below:

Letting Fee (1 week's rent PLUS 10% GST) \$ _____

Advertising Fee \$150 (GST Inclusive)

I/we plan to vacate the property on ____ / ____ / ____ and are aware that our tenancy agreement does not expire until the ____ / ____ / ____.

I/We understand that we are responsible for all rental payments until another suitable tenant is found. We also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break lease to be granted.

I/We hereby authorise you to erect a To Let Sign (where applicable) and to show prospective tenants the property.

I/We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. 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 the Tenancy Information Centre of Australia if we fail to leave the property in good repair or vacate with an outstanding debt to the Agent or Lessor.

Tenant Name: _____ Signature: _____ Date: ____ / ____ / ____

Forwarding Address: _____

Phone number: _____ Email: _____

Tenant Name: _____ Signature: _____ Date: ____ / ____ / ____

Forwarding Address: _____

Phone number: _____ Email address: _____

Tenant Name: _____ Signature: _____ Date: ____ / ____ / ____

Forwarding Address: _____

Phone number: _____ Email address: _____

REASON FOR BREAKING LEASE AGREEMENT: _____
