

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term)

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on: _____

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- Pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- Pay **Town & Country Real Estate** a letting fee equal to one week's rent for finding a suitable replacement tenant.
- Pay the costs of any advertising agreed to **Town & Country Real Estate** by me/us.
- At the landlord's costs of the preparation of a new Tenancy Agreement, in the sum of **\$20.00**.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____ Date: _____

Tenant(s)

OFFICE USE ONLY	
Date notice received: _____	Tenant agreement expiry date: _____
Letter to Landlord: _____	Current rent \$_____ pw/pfn/pm
Computer input: _____	Rent paid to: _____
Pre-vacating letter to tenant: _____	Rec. new rent: \$_____ pw/pfn/pm
Pre-vacating inspection date: _____	Phone call to Landlord: _____
Listing prepared: _____	Comments: _____
