

Break Lease Request

I/We _____
(Tenant's Name/s)

of _____
(Property Address)

Hereby give notice of my/our intention to break the current Residential Tenancy Agreement on the abovementioned property.

Reason _____

Lease Expiry Date ____ / ____ / ____ Intended Vacate Date ____ / ____ / ____

Forwarding address _____

Contact Details M _____ H _____

E _____

I/we agree to pay a pro rata break lease fee for the period owing on my/our current Residential Tenancy Agreement, (the amount will be advised once the property has been re let and deposit or Residential Tenancy Agreements have been signed by the new tenant/s). I/we understand that this fee must be paid before or at the time of vacating the premises.

I/we understand and acknowledge that I/we am/are fully responsible to adhere to all of the essential terms and conditions of my tenancy agreement. Furthermore, I/we will continue to pay the weekly rent until the day a new tenant takes possession of the property or until my/our lease expires, whichever occurs first.

I/We would like to be contacted prior to inspections taking place

I/We give permission for the office key to be used without being notified

Name/s _____

Signed _____ Date ____ / ____ / ____

Office Use Only

- | | | |
|--|---|---|
| <input type="checkbox"/> Phone Landlord | <input type="checkbox"/> Agreed to re-lease | <input type="checkbox"/> Awaiting re-lease notification |
| <input type="checkbox"/> Sign up | <input type="checkbox"/> Letters Completed | <input type="checkbox"/> Advising Email |
| <input type="checkbox"/> Notes Added in REST | <input type="checkbox"/> Vacate Date Entered | <input type="checkbox"/> Forwarding Address Added |
| <input type="checkbox"/> Phone Numbers Checked | <input type="checkbox"/> Proof Advertisement & Upload | |

Current Rent \$ _____ New Rent \$ _____

Final Inspection ____ / ____ / ____ at ____: ____ am / pm