

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term) **Pacific Property Management**

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 into the property and starts paying rent or until the Agreement expires (whichever happens first).
- pay **Pacific Property Management** a letting fee equal to one week's rent for finding a suitable replacement tenant.
- pay the costs of any advertising agreed to by me/us and **Pacific Property Management**.
- pay the landlord's costs of the preparation of a new Tenancy Agreement, in the sum of **\$15.00**.

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: _____

OFFICE USE ONLY

Date notice received: _____ Tenant agreement expiry date: _____

Letter to Landlord: _____ Current rent \$ _____ pw/pf/pm

Computer input: _____ Rent paid to: _____

Vacating letter to tenant: _____ Rec. new rent: \$ _____ pw/pf/pm

PM to Diarise vacate date: _____ Phone call to Landlord: _____

Listing prepared: _____ Advise sales team if applicable: _____

BOND CLAIM **YES/NO**

Rent due: \$ _____ **Cleaning:** \$ _____

Water: \$ _____ **Repairs:** \$ _____

Total Due \$ _____

N.B. FORM MAY BE LODGED IN PERSON TO OUR OFFICE AT 101 PARK BEACH ROAD
OR EMAILED TO RECEPTION@COFFSACCOMMODATION.COM.AU