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Notice to Vacate Form

Please be aware if lease is in continuation, 21 days notice is required OR 14 days notice can be given up to, and including the last day of the fixed term agreement.

TENANCY DETAILS

Given Name(s):	Surname:	
Home Phone:	Mobile:	
Given Name(s):	Surname:	
Home Phone:	Mobile:	
Address of Property:	Rent per week:	
Lease commencement date:	Lease expiry date:	

VACATING DETAILS

Date Vacating Premises:	
New forwarding Address:	
Do you wish to be present for the final inspection?	YES / NO

Please note showings to relet the property prior to your vacating date may be arrange.

IMPORTANT: If you are breaking your lease (additional terms 57 and 58 of your lease agreement)

- I understand that I am responsible for the ongoing care, including lawns, gardens and rent for these said premises till such a time the property is relet and a new tenant has moved in or until the expiry of my lease.
- I understand that I am also liable to pay reletting costs (usually 1 weeks rent & GST + \$33.00 lease fee), including advertising where applicable.
- Should the property be relet at a higher figure, charges are calculated at the new rent.
- Should the property be relet at a reduced rent I am liable to pay the difference in price as compensation to the landlord for the entirety of the new fixed term lease that is signed.

 TENANT NAME

 SIGNATURE

 TENANT NAME

 SIGNATURE

 DATE

 WITNESS NAME

 SIGNATURE

 DATE

 PROPERTY MANAGER NAME

 SIGNATURE

 DATE

OFFICE USE ONLY

Landlord Name:

Contact Number:

Date Notified:

Current Rent:

Rental Review:

Property added to vacancy list:

YES / NO

Property added to internet:

YES / NO

SIGNATURE

DATE

Tenant vacate letter and checklist sent:

YES / NO

Owner vacate letter sent:

YES / NO

SIGNATURE

DATE