

NOTICE TO VACATE - LEASE BREAK

TODAY'S DATE: _____

PROPERTY ADDRESS: _____

TENANT/S NAME: _____

REASON FOR LEAVING: _____

DATE LEASE EXPIRES: _____

- We will remain in the rental property until suitable replacement Tenant/s are found; or
- We will be vacating the property on _____ and will continue to pay rent until new Tenant/s are found.

RE-LETTING & ACCESS ARRANGEMENTS:

As part of the process of finding the next tenant you will receive notifications via Text & Email from the online service, Inspectrealestate.com.au of when inspections are scheduled at the property. We will use our office key for access.

- Inspections to occur at any time, with Text & Email notifications 3 prior
- We wish to have inspections as per the below times, with Text & Email confirmation:

_____**A TENANT OF A RESIDENTIAL PROPERTY UNDER THE TERMS OF THE RESIDENTIAL TENANCIES ACT 1997 IS REQUIRED TO:**

1. Continue to pay rent until such time as the property is re-let or the lease Agreement has been terminated (whichever comes first). The bond is not to be used as rent. Using bond as rent is illegal and can incur a substantial fine.
2. Continue to ensure the property including gardens and lawns are maintained until such time as the property is re-let or the lease Agreement has been terminated (whichever comes first).
3. To pay all advertising costs incurred by the Landlord to re-let the premises.
4. To reimburse the Landlord one weeks rent plus GST.

THE TENANT/S WHOSE NAME/S APPEAR IN THE LEASE AGREEMENT ARE ALL EQUALLY RESPONSIBLE FOR THE AFORESAID COSTS.

FORWARDING ADDRESS:

_____**I / WE THE UNDERSIGNED AGREE TO THE ABOVE CONDITIONS.**

Signed: _____

Received By: _____

(For PRD Nationwide Ballarat)

BREAK LEASE VACATING CHECKLIST

Archive no. _____

VACATE DATE: ____/____/____

ADDRESS: _____

TENANTS: _____

- PM:** Receive break lease notice in writing
By: _____ Date: _____
- PM:** Enter lease break date & availability date on Console & Check contact details of tenant
By: _____ Date: _____
- PM:** Contact owner
By: _____ Date: _____
- PM:** Send break lease confirmation letter or email to landlord
By: _____ Date: _____
- PM:** Contact tenant & arrange Pre-vacate/Coming soon inspection
By: _____ Date: _____
- PM:** Enter property on Mydesktop & book CS/PV inspection & emailed to Tiarne
By: _____ Date: _____
- PM:** Send break lease confirmation letter & bond claim form to tenant
By: _____ Date: _____
- PM:** Order for lease board & check on Vacancy
By: _____ Date: _____
- PM:** Re-advertise property on Mydesktop & charge TENANT or emailed Tiarne
By: _____ Date: _____
- PM:** Charge lease break fee to tenant
By: _____ Date: _____
- PM:** Enter vacate date once property is leased
By: _____ Date: _____
- PM:** Copy of keys in vacate envelope at reception
By: _____ Date: _____
- PM:** Remove DD once rent is paid to vacate
By: _____ Date: _____
- PM:** Tenant handed keys & carpet receipt in
By: _____ Date: _____
- PM:** Vacate inspection conducted & notes entered into Console
By: _____ Date: _____
- PM:** Owner updated re: final inspection
By: _____ Date: _____
- PM:** Tenant sent back for additional cleaning YES NO
By: _____ Date: _____
- PM:** Second inspection conducted if applicable
By: _____ Date: _____
- PM:** Bond claim form sent to RTBA once approved by owner
By: _____ Date: _____
- PM:** Routine inspection changed to final (recurrence deleted) & property made in active
By: _____ Date: _____