

I / We _____

who currently reside at _____

hereby advise of our intentions to vacate the above-mentioned property.

Please select from one of the below options relevant to you.

- We are approaching the end of our fixed term lease and wish to provide you with a minimum of **14 days** written notice. We understand that this notice can only be provided prior to the lease expiring and we cannot conclude the tenancy before the expiry date.
- We are currently outside of a fixed term lease period and wish to provide you with a minimum of **21 days** written notice to vacate the property.
- It is important that you understand that this agreement is a form of contract and cannot be "broken" by either party without penalty. Should you need to **break your lease** during the course of your fixed term agreement, varying levels of penalty will apply (please refer to your lease).

We note that rent is due and payable in full, up until the day that the keys are returned to our office and the property is made available for re-letting. The break fee is then payable as compensation past the date of vacancy. You are required to provide a minimum of **14 days'** notice of your intention to vacate the home before returning keys to our office.

Vacate Date _____

We agree to return the property keys to PRD Real Estate Albury by 5.00pm on the above-mentioned date.

Our forwarding address is _____

Our best contact number during our vacate process is _____

Our account details for any refund are:

BSB _____ Account No. _____ Bank _____

Account Name _____

By providing PRD Real Estate Albury with our notice to vacate, we acknowledge and accept the following conditions:

- I / We cannot change the vacate date as indicated above. This date is fixed.
- I / We understand that you may want to show prospective tenants through the property prior to our vacate date.
- I / We agree to have all outstanding monies paid and finalised to PRD Real Estate on or prior to our final day of tenancy.

Signatures Date

Office Use Only

Vacate Notice fully completed and received on _____ Vacate confirmation letter sent

Landlord advised on _____ via _____

Re-let at \$ _____ Advertising Completed on _____

Instructions: _____