

# Break Lease Request

I/We \_\_\_\_\_  
(Renter's Name/s)

of \_\_\_\_\_  
(Property Address)

Hereby give notice of my/our intention to break the current Residential Rental 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 Rental Agreement, (the amount will be advised once the property has been re let and deposit or Residential Rental Agreements have been signed by the new renter/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 rental agreement. Furthermore, I/we will continue to pay the weekly rent until the day a new renter 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

Phone Residential rental provider

Agreed to re-lease

Awaiting re-lease notification

Sign up

Letters Completed

Advising Email

Notes Added in REST

Vacate Date Entered

Forwarding Address Added

Phone Numbers Checked

Proof Advertisement & Upload