

Break Lease Request

I/We _____
(Tenant's Name/s)

of _____
(Property Address)

Hereby give notice of my/our intention to break the current Residential Tenancy 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 Tenancy Agreement, (the amount will be advised once the property has been re let and deposit or Residential Tenancy Agreements have been signed by the new tenant/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 tenancy agreement. Furthermore, I/we will continue to pay the weekly rent until the day a new tenant 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 ____ / ____ / ____
(Must be signed by all parties on the lease)

Please provide your bank account details below, for the refund of any overpaid rent or bond

Account Name _____

BSB _____ Account Number _____

Branch _____ Signed _____
(Must be signed by all parties on the lease)

Office Use Only

Phone Landlord

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