



NOTICE OF INTENTION TO VACATE

I/WE _____

PROPERTY ADDRESS _____

MOBILE _____ EMAIL _____

FORWARDING ADDRESS _____

Hereby give notice that I/We intend vacating the above-mentioned property as per the following

Vacating – Minimum 28 days notice required
Periodic tenancy or expiry of current lease agreement\

OR

Breaking a fixed term agreement
I/We the tenants of the above property hereby acknowledge that in accordance with the provisions of the Residential Tenancies Act, an agreement to assign or alternatively cancel the tenancy agreement is hereby created

I/We acknowledge that in accordance with the provisions of the Act. I/We am/are labile to reimburse the landlord for any fees, costs or charges incurred with the assignment or cancellation.

I/We acknowledge that I/we am/are fully aware that if I/We do not agree to the payment of such fees, cost or charges the landlord is entitled to make a claim through the Victorian Civil and Administrative Tribunal to enforce the payment of them.

You are responsible for the following

1. Rent until the property is relet or at the expiry of lease, whichever comes first.
2. Pro rata letting fee up to or equal to, 2% plus GST of the annual income (depending on time left on your lease)
3. Advertising fee \$200 plus GST

I/We will be returning keys on (Vacate Date) _____

I/We understand that the tenancy does not terminate until the keys to the property are returned to PH Property Office and also understand that I/we are liable for rent until the keys are returned.

PRIVACY ACT 1988 COLLECTION NOTICE

Personal information collected by us on this notice is necessary to manage the tenancy, The information collected in this notice may be disclosed to other parties as permitted by Privacy Act 1988 including the Landlord, tradesperson, financial institutions, other agents, third party operations of tenancy reference database and other third parties as required by law.

Information already held on tenancy reference databases may also be disclosed to us. We the Agents may also disclose information to other parties on the internet.

If you would like to access to your personal information held by us, you can do so by contacting us using the details provided above. You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, we may not be able to manage the tenancy effectively.

(Please sign where indicated to acknowledge that you fully understand and agree to the above)

NAME (please print) _____ DATE _____

SIGNED _____

NAME (please print) _____ DATE _____

SIGNED _____