

# **NOTICE OF INTENTION TO VACATE**

To The Property Manager - Noble Realty - 5/58 Wharf Street, PO Box 130 **FORSTER NSW 2428**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PHONE No (DAYTIME CONTACT):** \_\_\_\_\_

I/We being the tenant/s of the above property hereby wish to give notice to vacate the premises.

**MY FORWARDING ADDRESS IS:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_

**01. LEASE EXPIRED/EXPIRING (CROSS OUT IF NOT APPLICABLE)**

I/We will be vacating on and including \_\_\_\_/\_\_\_\_/\_\_\_\_ being no less than 21 days, 3 weeks notice as required by our lease, unless I/We are vacating at the expiration of our lease agreement in which case, up until expiration of lease 14 days notice must be given.

I/We agree to allow inspections for prospective tenants: **TENANTS INITIALS.** \_\_\_\_\_

**02 . BREAKING LEASE (CROSS OUT IF NOT APPLICABLE)**

**Yes I/we are breaking our lease, vacating on** \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We understand we are ending our agreement prior to our agreement date, I/We are responsible for rent until the property is re-let or our agreement is ended and understand I will be liable for all letting fees applicable to the owner (**being 1 weeks rent plus GST and \$33 lease fee**)

**TENANTS INITIALS.** \_\_\_\_\_

**We acknowledge:**

I/we have a pet lease in place (circle one)

**Y**

**N**

If yes I/we understand we MUST professionally clean the carpets, and professionally spray inside and outside for fleas. Receipts must be produced prior to the outgoing inspection being conducted:

**TENANTS INITIALS.** \_\_\_\_\_

ALL keys are to be returned to the office of Noble Realty by 5 pm on the vacating date listed above.

**TENANTS INITIALS.** \_\_\_\_\_

**Note:** Tenants will be notified after or at the final inspection by Noble Realty with regards to cleaning and/or repairs which are required. If the tenant does not respond, the cost will be deducted from the bond held without further notice to the tenants.

**SIGNATURE/S:** \_\_\_\_\_