



## Intention to Vacate

Date: \_\_\_\_\_  
Vacating Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tenant Name/s: \_\_\_\_\_  
Forwarding Address: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Business Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

1.  I/We the tenants of the above property hereby give notice to vacate these premises on the vacating date as advised on this form.
2.  I/We acknowledge that the Residential Tenancies Act provides that a tenant must not refuse to pay rent on the grounds that the tenant intends to use the bond as payment or partial payment of the rent.
3.  I/We have allowed 28 days notice which is a requirement under the Residential Tenancies Act.

OR

3.  This is a Lease Break - we understand that we must pay all fees and charges associated with breaking the Tenancy Agreement including marketing costs of \$220 inclusive of GST and a letting fee paid for securing a new tenant which equates to 2 weeks rent plus GST.

Tenant Name	Tenant Signature	Date

**Note:** Please contact office to ensure we have received this form so that we may process your intention to vacate.