



ELDERS REAL ESTATE
NOTICE TO VACATE PRIOR TO LEASE EXPIRY

It is our obligation to re-let the property to another suitable tenant. In this regard, I would greatly appreciate your co-operation by allowing access for prospective tenants to view the property after reasonable notice has been given to you.

You will be issued a Tax invoice for the payment of the Break Lease Fee. Below are the mandatory set break lease fees:

- 4 weeks rent if less than 25% of the lease had expired
- 3 weeks rent if 25% or more but less than 50% of the lease had expired
- 2 weeks rent if 50% or more but less than 75% of the lease had expired
- 1 week's rent if 75% or more of the lease had expired

Once the keys have been returned to Elders Real Estate with vacant possession, it is expected that the property is returned in the same condition as per commencement of tenancy. The property cannot be re-let unless all cleaning & repairs have been attended to. Should further works be required this will be deducted from the bond. Do not disconnect electricity until final inspection is done. **ANY RECONNECTION FEE FOR FINALIZING YOUR BOND INSPECTION WILL BE AT THE TENANTS EXPENSE.**

Address of Leased Premises: _____ Date: _____

Tenant/s: _____

I/We acknowledge that we will be abandoning the above premises on: _____

Fixed Term Lease Expiry Date: _____ Reason for leaving? _____

Did you have a pet at the property? **Yes / No**

(If you have had pets at the property, the carpets must be professionally cleaned. You must provide copy of the receipt as evidence when returning the keys).

Permission to erect For Lease sign? **Yes / No**

May Elders use our spare keys to obtain access to re-let the property? **Yes / No**

Please provide a suggested time and date when Elders can hold a group inspection for prospective tenants to re-let the property. Inspections go for 10 mins & a Property Manager will call to confirm the time and date with you.

Date _____ Time _____

Do you wish to attend final inspection? **Yes / No**

If yes, please confirm a time with your property manager meet you at the property on or after your vacate date.

Forwarding Address: _____ (A forwarding address is required to process your bond refund, if this field is left blank documentation will be sent to your last known address).

Telephone: Home _____ Work _____ Mobile _____

Email Address: _____

Direct Deposit Details for Tenant Bond/Refunds:

Account in the Name of: _____ Bank: _____

BSB: _____ Account No: _____

Email Service of Notices and Documents Authorisation: I/we, the Tenant/s above named, hereby agree and provide my/our express approval and consent to receive the service of any Notice and any other document pursuant to s.223 of the Residential Tenancies Act 2010 via electronic service. I/we hereby authorise the Landlord, through their Agent, to serve Notices and other documents to the above email address. I/we, hereby agree and provide my/our express approval and consent to receive SMS text messaging for communications (other than documents of service of legal notices). I/we agree that if the above email address or mobile number is no longer in use or service that I/we shall notify the Landlord, through their Agent, of any change to the email address, in writing within 48 hours of the above listed email address no longer being in service.

SIGNATURE/S OF ALL TENANTS: _____ DATE _____