

# VACATE NOTICE

<b>DATE:</b>	
<b>PROPERTY ADDRESS:</b>	
<b>TENANT(S) NAME:</b>	
<b>LEASE EXPIRY DATE:</b>	

- CONTINUATION PHASE OF LEASE (AFTER LEASE HAS EXPIRED)** I/We hereby give written notice that I/we wish to vacate the premises and give a minimum of 21 days' notice to hand back the keys by 5pm on \_\_\_/\_\_\_/\_\_\_.
- END OF FIXED TERM AGREEMENT** I/We hereby advise that we wish to vacate the premises on \_\_\_/\_\_\_/\_\_\_, being the expiry of the fixed term agreement, which is a date no earlier than 14 days after the date of this notice.
- BREAKING OF FIXED TERM AGREEMENT** I/We hereby advise that due to \_\_\_\_\_ we are forced to break the lease and move out of the property. I/We will be vacating the property and returning the keys by 5pm with the premises cleaned on \_\_\_/\_\_\_/\_\_\_. I/We understand that rent is payable until this day as well as a break lease fee based on when the lease was signed.

**INSPECTION BY PROSPECTIVE TENANTS** I/We understand that in order to re-lease the property you are required to advertise & have inspections with prospective purchasers. You have permission to conduct inspections of the property between 9am – 5pm Monday to Friday and await further information about proposed times/dates.

**RETURN OF KEYS & OUTGOING INSPECTION** I/We acknowledge that I will receive a copy of the cleaning requirements guide and that the property will be completely vacated, cleaned and ready for final inspection when all keys, security devices & remotes are returned. I/We understand that a daily occupation fee will apply for each day these items are not returned to City Beach Properties.

Tenants Forwarding Address	
Tenants Phone Number	
Tenants Email Address	
Tenants Bank Details for Bond	

Signed by the Tenant/s  \_\_\_\_\_

Printed Name/s  \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_.