

## NOTICE OF INTENTION TO BREAK LEASE

PLEASE NOTE THAT YOU MUST ALSO COMPLETE AND SUBMIT THE RTA FORM 13 "NOTICE OF INTENTION TO VACATE."

Tenant Names: \_\_\_\_\_

Property Address: \_\_\_\_\_

This is to confirm that I/we hereby advise that I/we wish to break my/out tenancy agreement. Could you please list the property for rent and assist in locating a new suitable tenant. For this service i/We agree to pay all reasonable reletting costs, being advertising and a letting fee as per below:

**Letting Fee \$ \_\_\_\_\_ (equal to 1 weeks rent plus GST)**

**Advertising Fee \$55.00**

- I/we are able to vacate the property with \_\_\_\_ days' notice.
- I/we would like to vacate the property on \_\_\_ / \_\_\_ / \_\_\_ (subject to a suitable tenant being found)
- I/we are aware that my/our tenancy agreement does not expire until \_\_\_\_\_.
- I/we understand that we are responsible for all rental payments until another suitable tenant is found. I/we also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break the tenancy agreement be granted.
- I/we hereby authorise you to erect a "For Rent" sign (where applicable) and to show prospective tenants the property.
- I/we agree to pay the rent up to and including the vacate date and to have the property completely vacated by the vacating date. I/we will have the property clean and tidy as per the cleaning guide for your inspection.
- I/we are aware that if we vacate the property owing money in excess of the bond or if a tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with TICA once the tenancy has ended.

• I/we agree to the following:

- For your office to take photos of the property for marketing and advertising purposes and understand that this could include our personal furnishings, etc.
- For your office to accompany and show prospective tenants the property with the office's set of keys
- For your office to contact me/us and we will show prospective tenants the property
- For your office to contact me/us to discuss and arrange a prospective tenant showing
- For your office to conduct open homes (if required)

REASON FOR BREAKING LEASE: \_\_\_\_\_

Tenant 1

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant 2

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant 3

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Tenant 4

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_