

# VACATING NOTICE FORM

## AGREEMENT NOT EXPIRED

BALMAIN Realty

401 Darling Street, Balmain, 2041 &  
35 Terry Street, Rozelle, 2039  
PO Box 401, Balmain N.S.W. 2041  
Ph 9818 8888  
Fax 1800 REALTY  
balmain@balmainrealty.com

### PLEASE NOTE THE FOLLOWING:

1. As your fixed term agreement has not yet expired this notice constitutes breaking the Residential Tenancy Agreement and therefore you are responsible for a **Break Lease Penalty Fee** as follows:
  - 6 week's rent if less than half of the fixed term has expired
  - 4 week's rent if more than half of the fixed term has expired**Please note that this fee is fixed and is NOT negotiable & cannot be deducted from the bond**  
**In addition to this fee please note that rent is payable until your nominated vacate date**
2. The agent will require access to the property for viewings as per the terms of the Residential Tenancy Agreement
3. All tenants must sign this notice form in order for the notice to be valid
4. All cleaning must be completed & the keys must be returned by close of business on the day you intend to move out

### I/ We hereby give notice of my/ our intention to vacate the following property:

|   |
|---|
| Property Address:   |
| On the Following Date:  |
| Reason for Vacating:  |
| Do you require assistance to locate alternative accommodation? Yes / No |
| Forwarding Address:   |
| Date Notice Given:  |

|                              |
|------------------------------|
| <b>Name of First Tenant:</b> |
| Contact Number:              |
| Email:                       |
| Signature:                   |

|                               |
|-------------------------------|
| <b>Name of Second Tenant:</b> |
| Contact Number:               |
| Email:                        |
| Signature:                    |

|                              |
|------------------------------|
| <b>Name of Third Tenant:</b> |
| Contact Number:              |
| Email:                       |
| Signature:                   |

### OFFICE USE ONLY:

|                        |
|------------------------|
| Date Notice Received:  |
| Agreement Expiry Date: |
| Break Lease Fee:       |
| Rent Paid to:          |
| Rent to Vacating Date: |