

## NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

PROPERTY: \_\_\_\_\_

This is to confirm that I/we \_\_\_\_\_ hereby advise that I/we wish to break my/our 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 expended by your office.

Lessor compensation fee	\$ _____ + GST (One weeks rent + GST)
Advertising expense	\$ 150.00

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 be secured)

I/we are aware that our tenancy agreement does not expire until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
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 tenancy agreement to be granted.

I/we hereby authorise you to erect a "to let" sign (where applicable) and to show prospective tenants the property.

I/we agree to pay the rent up to and including the vacating date (subject to a suitable tenant being secured). I/we agree to maintain the lawns and gardens until the vacating date (subject to a suitable tenant being secured) and to have the property completely vacated by the vacating date (subject to a suitable tenant being secured). I/we will have the property clean and tidy as per the cleaning guide for your inspection.

I/we are aware that our names will be recorded with TICA if I/we fail to leave the property in good repair or vacate with an outstanding debt to the agent or lessor.

**SIGNED (Tenant 1):** \_\_\_\_\_ Date: / /

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

Mobile: \_\_\_\_\_

Bank Account Details: Account Name: \_\_\_\_\_ BSB \_\_\_\_\_ ACC \_\_\_\_\_

**SIGNED (Tenant 2):** \_\_\_\_\_ Date: / /

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

Mobile: \_\_\_\_\_

Bank Account Details: Account Name: \_\_\_\_\_ BSB \_\_\_\_\_ ACC \_\_\_\_\_

**SIGNED (Tenant 3):** \_\_\_\_\_ Date: / /

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

Mobile: \_\_\_\_\_ Bank Account Name: \_\_\_\_\_ BSB \_\_\_\_\_ ACC \_\_\_\_\_

REASON FOR BREAKING TENANCY AGREEMENT: \_\_\_\_\_