

**NOTICE OF INTENTION TO VACATE – LEASE BREAK**

**Tenant/s Name:** .....

**Property Address:** .....

I hereby notify Zoom Property Agents that I intend to vacate the above premises **prior to the lease expiry date** in accordance with Clause 12 (termination By Early Vacation) of the Residential Tenancy Lease for the property. All keys will be returned to our office on / / before 10.00am. **I/We understand that my/our Tenancy Agreement for this property does not expire until / / . Tenant Costs are \$60.00, payable prior to advertising the property.**

I understand that my current Tenancy Agreement does not expire until ..... I acknowledge that upon vacating, I must have the carpets cleaned by a professional and the carpets fumigated by a professional in compliance with my Tenancy Agreement and receipts are to be produced for same. I must also leave the recycling bin and municipal wheelie bin at the property.

**I/WE ACKNOWLEDGE THAT IT IS MY/OUR RESPONSIBILITY TO PAY RENT FOR THIS PROPERTY UNTIL SUCH TIME THAT A NEW TENANT IS FOUND FOR THE PROPERTY OR THE LEASE EXPIRES, WHICHEVER COMES FIRST.**

**Signed:** ..... **Date:** .....

**Forwarding Address:** .....

**Contact Number:** .....

**Office Use Only**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Special Clauses or Instructions checked | <input type="checkbox"/> Anglicare \$.....      | <input type="checkbox"/> Card, Rep Updated |
| <input type="checkbox"/> Owner                                   | <input type="checkbox"/> List                   | <input type="checkbox"/> Internet          |
| <input type="checkbox"/> Diarise Inspection                      | <input type="checkbox"/> Tenant Vacating Letter |  |

Number of keys returned: ..... Time: ..... Date: .....

**RECEIPTS FOR:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Flue Cleaning     | <input type="checkbox"/> Other ..... |
| <input type="checkbox"/> Carpet Cleaning   | .....                                |
| <input type="checkbox"/> Carpet Fumigating | .....                                |

**BOND HELD:**

\$.....

Deductions (for rent, repairs, cleaning, etc):

..... \$.....

..... \$.....

**TOTAL DEDUCTIONS:** ..... \$.....

**REFUND:** Date: ..... RDA Form Signed: ..... Amount: \$.....