



# VACATE NOTICE

DATE: \_\_\_\_\_ Receiving Staff Member \_\_\_\_\_ Date Rcd \_\_\_\_\_

TO: Raine & Horne Palm Beach/Avalon

RE: \_\_\_\_\_ (Address)

Dear Property Manager,

We hereby advise that we wish to vacate the above property on \_\_\_/\_\_\_/\_\_\_\_\_ and will return keys to your office by 5pm on this date.

- We are ending our Fixed Term Lease & give 14 days' notice or more before lease end
- We are ending our Periodic Lease and give 21 days' notice or more
- We are breaking our Fixed Term Lease and acknowledge that if less than half the lease term has expired, we will pay 6 weeks rent on vacating, if more than half the lease has expired we will pay 4 weeks rent upon vacating. Full rent is due up to and including the date of vacating. This is in accordance with our lease conditions.
- We are under termination and confirm our details for Bond Refund.

-----

- If the property is to be re-let, as part of our lease conditions, we agree to allow the Agent access to re-let the property with the office keys. The agent will conduct inspections with prospective tenants, and will give proper notice for these inspections.
- We authorise the agent to conduct the outgoing inspection in my absence on the understanding that the agent will contact me promptly should there be any points of concern.

**Bond Return Details are as follows:**

Our forwarding address will be: \_\_\_\_\_

For deposit of Bond Account Number is \_\_\_\_\_ BSB \_\_\_\_\_ / \_\_\_\_\_

Account Name \_\_\_\_\_ Bank & Branch are: \_\_\_\_\_

Contact number: \_\_\_\_\_ Contact Email \_\_\_\_\_

Signed by the tenants \_\_\_\_\_

Print Name of tenant \_\_\_\_\_ / \_\_\_\_\_

This notice must be either posted or hand delivered to Raine & Horne Palm Beach/Avalon. Emailed notices are not acceptable. Please see the attached document on how to serve this notice from the Department of Fair Trading.