

MELBOURNE

RENTAL PROFESSIONALS

TENANT GIVING NOTICE TO VACATE

I / We _____

Rental Property Address: _____

Hereby give **Melbourne Rental Professionals** notice to vacate the premises in accordance with the following:
(Please tick box that is applicable)

• **Ending a Non-Fixed Term Agreement (Continuing Agreement)**

I / We hereby give **28 days** notice to vacate the premises. *(Please note, if your tenancy agreement states that your rent is payable monthly, fortnightly or weekly, then 28 days or one calendar month notice must be given accordingly)*

• **Vacating at the end of a Fixed Term Agreement**

I / We will vacate the premises at the expiry of our current fixed term lease. *(28 days notice is required)*

• **Breaking a Fixed Term Agreement**

I / We wish to **break a Fixed Term Agreement**; however I am fully aware that the following costs will be incurred:

(a) **Rent** until a tenant approved by the landlord takes possession, or the lease expires.

(b) The total amount for **Reletting fees** and **advertising costs** to relet the premises

(c) Should the premises be vacant before a new tenant is secured, I/We understand it is also my/our responsibility to ensure the **grounds are adequately watered and maintained** for this period.

Date Notice Expires:/...../.....

Date of Vacating:/...../.....

Forwarding Postal Address: _____

New Residential Address: _____
(if different from postal)

Contact Details: Home: _____ Work: _____

Mobile: _____ Email: _____

I understand that rent will be charged until the property is ready for final inspection and all keys are handed into the office or to an agent.

Signed: Date:/...../.....