

# VACATE NOTICE FORM

Tenant 1: \_\_\_\_\_

Tenant 2: \_\_\_\_\_

Property: \_\_\_\_\_

We will be vacating the above property and handing the keys back on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**End of Lease**

As per our obligations under our Tenancy Agreement we hereby provide 30 days' notice.

**Lease Break**

As we are breaking our Lease Agreement, we understand we are required to:

1. Pay rent until the end of the lease or a tenant is found to take over our lease.
2. Pay reasonable re-letting costs incurred by the landlord which includes:
  - a) 1 weeks rent + GST (pro-rata)
  - b) Internet advertising fee of \$215 including GST
  - c) NT News advertising at cost

Please be aware these costs can be retained from your bond if not paid beforehand. We highly recommend these fees be paid in advance to avoid any funds being withheld from your bond and to ensure all bond monies are paid back in full. Please confirm in writing once these amounts have been paid.

|   |  |
|---|--|
| <p><i>Please pay internet fee into:</i><br/>         Account Name: Alliance Realty Rental Trust<br/>         BSB No: 065 901<br/>         Account No: 1077 6961<br/>         Amount: \$215.00<br/>         Reference: Internet (property address)<br/>         Date paid: _____ / _____ / _____</p> | <p><i>Please pay lease break fee into:</i><br/>         Account Name: Alliance Realty Rental Trust<br/>         BSB No: 065 901<br/>         Account No: 1077 6961<br/>         Amount: 1 weeks rent + GST<br/>         Reference: LB (property address)<br/>         Date paid: _____ / _____ / _____</p> |
|---|--|

Reason for vacating: \_\_\_\_\_

**PLEASE NOTE: ONLY BOND HOLDERS CAN BE REFUNDED, DO NOT PROVIDE ACCOUNT DETAILS OF NON-BOND HOLDERS. IF YOU ARE A BOND HOLDER AND WOULD LIKE YOUR PORTION DISBURSED TO ONE ACCOUNT WE REQUIRE THIS IN WRITING FROM ALL LEASEHOLDERS**

Tenant 1 forwarding email address: \_\_\_\_\_

Account Details (for bond refund): Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Date

Tenant 2 forwarding email address: \_\_\_\_\_

Account Details (for bond refund): Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature Date