

BREAK LEASE NOTICE TO VACATE

Date Notice Given	
Property Address	
Lease Expiry Date	
Vacate Date	
Tenant/s Name	
Forwarding Address	
Email Address	
Contact Phone Number	

Contact Details	Tenant 1	Tenant 2
Tenant/s Name		
Forwarding Address		
Email Address		
Contact Phone Number		

(Please note that this notice will not be accepted unless full details are supplied)

I /We acknowledge the following:

- ✓ I am/we are aware that I/we are breaking our lease and that we will pay rent up until the premises are re-let or to the expiry date of the lease, whichever comes first. I/we also agree to pay a re-letting fee (a maximum of one week's rent)
- ✓ All keys & remotes in my/our possession (including any that may be duplicated) will be returned to your office
- ✓ All cleaning receipts (i.e carpet cleaning) will be provided
- ✓ Where applicable the water meter will be read and the final account calculated
- ✓ We understand we are required to give reasonable access to prospective tenants
- ✓ We have received a copy of this notice and a copy of the cleaning guide provided by Kitson Property to assist us with our final inspection

Signatures/s: _____

Date: _____

126 Baylis Street (PO Box 126)
Wagga Wagga NSW 2650
Phone: 02 6923 3200
Fax: 02 6923 3222