



BREAK LEASE NOTICE TO VACATE

Date notice given	
Property address	
Lease Expiry Date	
Vacate Date	
Tenant Name/s	
Forwarding address	
Email Address	
Contact Phone Number	

<u>Contact Details</u>	<u>Tenant 1</u>	<u>Tenant 2</u>
Tenant name/s		
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:

- ✓ All keys and remotes in my/our possession (including any that may be duplicated) will be returned to Kitson Property.
- ✓ All cleaning receipts will be provided.
- ✓ Where applicable the water meter will be read and the final real calculated.
- ✓ We understand that 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.
- ✓ Break lease fees (100% - 75% (12m-9m) = 4 weeks rent 75% - 50% (9m-6m) = 3 weeks rent 50% - 25% (6m – 3m) = 2 weeks rent 25% (3m and under) = 1 week rent)

Signature/s: _____

Date: _____