

VIC NOTICE OF LEASE BREAK

To: First National Collie & Tierney (Mda) Pty Ltd; 67 Lime Avenue Mildura Vic 3500

I/We

of

Hereby notify my/our intent to vacate the above premises on the

.....day of..... 20.....

I acknowledge that my/our Lease expires/expired on the

.....day of..... 20.....

I/we hereby acknowledge that I/we are responsible for the following costs:

- **Rental payments until the commencement date of the new Tenant/s Tenancy Agreement or until the expiration of my lease, whichever is the soonest**
- **Pro rata Leasing Fee based on the remaining months of my fixed term Lease Agreement calculated from 1.5 weeks rental + GST per annum. Upon finding a Tenant the leasing fee will be calculated and relayed onto you.**
- **Costs incurred from advertising on the Internet, in the Sunraysia Daily newspaper, and for a 'To Let' sign, in order to re-let the above property. A total of \$175.00**
- **Lower Murray Water Reading fee charge of \$ 47.10**

I/we further acknowledge that upon handing in this notice I will make the property available for open inspections which will be organised through the Agent ONLY. Twenty Four (24) hours notice will be given for all inspections.

* OPEN INSPECTION TIME: _____

* BOND BACK BOOKLET ()

.....
SIGN

.....
DATE

Phone No

Email address for each tenant

Emails

Emergency Contact Name & Number:

Forwarding Address

Forwarding Phone No.

REASON FOR VACATING

Tenant – please complete by ticking the appropriate boxes:

PROPERTY DETAILS

Current Rental - \$..... per week **Alpha Index:** **Key No:**

Ppty Type: House Townhouse Unit

Bedrooms: No: _____ Built in robes: _____ Walk in robe: _____

Internal rooms: Ensuite Semi-ensuite Lounge Dining Family
Rumpus Sunroom Bungalow Open living Study

Kitchen: Elec stove Gas stove Elec oven Gas Oven
D/washer Fridge Pantry Bottled Gas Natural Gas

Bathroom: Sep shwr Bath Spa bath Shwr over bth

Laundry: Indoor Outdoor In bthrm W/Machine

Heating/Cooling: Gas Elec Wood Oil Open fire
R/C unit Ducted r/c Evap a/c Refrig unit Bottled Gas/Natural

Car: Garage Carport Space
Double Single Auto door Manual door

Shed: Garden Medium Large Workshop

Yard: Small Medium Large Enclosed

Other: Inground pool Above ground pool Pergola
Sprinkler System Rear Lane access Bin collection day _____

Other relevant details: _____

<u>PM Department</u>	<u>Initial</u>	<u>Reception</u>	<u>Initial</u>
Property to be advertised Yes No HOLD LIST	_____	Paperwork received & dated	_____
Received SIGNED Property Disclosure BEFORE re-advertising	_____	Tenant vacating date entered into Rest	_____
Sign required Yes No	_____	Calculate Rent to vacate date	_____
Advertised at \$ _____ Bond \$ _____	_____	Organise a Open Inspection time	_____
PM to check Features are up-to-date (Rest)	_____	Forwarding Address & email on paperwork	_____
Add rental list and internet catch phrase (Rest)	_____	Check Property Details are completed	_____
PM to check Photos are current - _____	_____	2x copies (1 for sales, 1 for tenant)	_____
Property listed on Rental List / Internet	_____		
"To Let" sign Entered in book	_____	<u>Vacating paperwork received</u>	
		Rent Paid to vacate date/lease exp	_____
		LMW form complete	_____
<u>PMA to complete</u>		Received/Dated Bond/cleaning checklist	_____
Cancel pending Routine Inspection for vacating tenant (Rest)	_____	Water Read Fee PAID	_____
Letter to landlord	_____	Advertising Fee PAID	_____
Letter to tenant (enc. cleaning guides & copy of NTV)	_____	Carpet Cleaning Receipt	_____
Gas & Electrical Safety Checks organised	_____	Keys/Remotes checked off list	_____
Vacated Tenant Form completed (Bond online once PM advises)	_____	If no key tag please add new or update if old	_____
Attach photocopy of tenant condition report & original photos	_____		
Copy of Key List & copy of NTV filed in Vacating Folder at reception	_____		
Final Inspection time booked into PM's diary	_____		
Follow up call 1 week prior to vacate Scheduled in PM's diary	_____		
PMA to scan completed form to FileSmart	_____		

Additional Comments: