



Request for Tenant Vacating Notice (Agreement Not Expired)

I/we hereby give notice of my/our intention to vacate the following property

Property address

On the following date:

Date

I/we understand that this is breaking the Tenancy Agreement and acknowledge my/our responsibility for:

- Paying rent until either a new tenant moves into the property and starts paying rent or until the Agreement expires (whichever happens first).
- Paying Colonial State Realty property management a letting fee equal to one week's rent for finding a suitable tenant;
- Paying the costs of any advertising agreed to by me/us and Colonial State Realty property management; and
- Paying the landlord's costs of the preparation of a new Tenancy Agreement, in the sum of \$

My/our reason for vacating is:

Reason

I/we would like assistance in finding another property. Yes/no (circle one)

I/we understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Work	Home	Mobile
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Email

Signed	Date
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OFFICE USE ONLY

Date noticed received / /	Agency expired date / /
Landlord advised / /	Current rent \$ pw/pfn/pcm
Computer input /	Rent paid to / /
Pre-vacating letter to tenant / /	Agency expired date / /
Pre-vacating inspection date / /	Agency expired date / /
Listing prepared / /	Agency expired date / /