

# NOTICE TO VACATE - BREAK LEASE

## TO LUTON PROPERTIES:

ATTENTION (Property Manager name):

OFFICE:

I/WE (Name),

OF (Address)

I/we hereby give notice of my/our intention to vacate the above mentioned property on (Date):        /        /

I/we understand I/we am/are breaking the Tenancy Agreement and acknowledge I/we am/are responsible for the tenancy, as signed in our Tenancy Agreement to:

- Pay rent until either a new tenant moves into the property and starts paying rent or until the Tenancy Agreement expires (whichever happens first)
- Pay on one (1) week rent to the lessors, for costs associated with securing a new tenancy (marketing, open homes, final inspection)
- The property will be cleaned and presented in a ready-to-let condition, in line with the properties Inventory and Condition Report.
- The carpets will be professionally steam cleaned, and will be dry ready for the final inspection with a receipt provided upon final inspection.
- I/we will ensure all services including trash packs and other contract services under my/our name will be withdrawn from the property. ACT Government bins will be left empty and clean **by the final inspection**.
- I/we are aware Luton Properties do not conduct final inspections on weekends, public holidays or outside of **9am to 5pm** business trading days.
- Pay on one (1) week rent to the lessors, for costs associated with securing a new tenancy (marketing, open homes, final inspection)
- I understand access to the property may be required to re-let.
- I/we are happy to allow the following **15-minute** exhibitions to assist with securing a new suitable tenant on the following weekdays or weekends only (please circle availability):

Monday | Tuesday | Wednesday | Thursday | Friday | any weekdays | Saturday anytime between 9am and 2pm

## CONTACT DETAILS

I/we are available on the below contact number, and are contactable in the middle of relocation.

MOBILE:

EMAIL:

MY/ OUR REASON FOR VACATING IS:

FORWARDING ADDRESS:

## SIGNATURE OF ALL TENANTS ON TENANCY AGREEMENT

SIGNED:

DATE:

SIGNED:

DATE:

## OFFICE USE ONLY

STAFF MEMBER:

DATE RECEIVED: