



Benchmark
Specialist Property Managers

TENANT VACATING NOTICE

BREAK OF LEASE

Step 1 – complete this form

Date:
(of this notice)

Tenant/s Name:
(as appears on the lease)

Property Address:
(as appears on the lease)

I/We hereby give notice that I/we shall be vacating the above property on the
(not being less than 1 day from the date of this notice).

My/Our reason for vacating is:

My/Our forwarding address will be:

Signature: _____

Tenant name:

Step 2 – Authorise Agent to find a new Tenant

I/We the tenant/s agree to the applicable terms, fees and charges and hereby authorise the Agent to commence re-letting the property on my/our behalf:

- Rent, outgoings and maintenance until the commencement date of the new assigned lease

- Reimbursement to the Lessor for Set up fees:
 - o the unexpired portion of the letting fee (fee divided by 365 days multiplied by remaining days to the lease)
 - o internet advertising costs
 - o tenant database enquiry fees
 - o tenant information pack
 - o the final bond inspection and property condition report update

Signature: _____

Tenant Name:

Step 3 -

Ensure all parts of this form are completed, including all signatures

Step 4 -

- i) print the form
- ii) sign it and
- iii) get it back to us by:

- **Email completed form: admin@benchmarkpm.com.au**
- **MAIL or DELIVER**
Shop 4/53 Davidson Terrace, Joondalup WA 6027