



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:

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: calculated as 2.2 x weekly rent divided by 365 days multiplied by remaining days to the lease
 - o internet advertising costs: \$250 + any ad upgrades after 30 days
 - o tenant database enquiry fees: \$9.00 per tenant enquiry
 - o tenant information pack: \$9.00
 - o the final bond inspection and property condition report update: fee dependent on size of property and as agreed in management agreement. Example: \$220 for 1-2 bedrooms, \$275 for 3-4 bedrooms, \$300 for 5+ bedrooms. Additional costs associated with 2+ living areas.

Signature: _____