

Notice to Vacate

Please Note: If you are breaking your lease you are required to fill out a lease break form.

Date

Address

Postcode

Tenants Name

(Must be all names as listed on the bond lodgement form as per the Residential Tenancies Act 1997)

Forwarding Address

Direct Debit

Yes No

Telephone

A/H

Mobile

Work

New Phone

Reason for Leaving

(Please fill out ONLY one of the following matters which refers to your reason for giving notice)

- I/We hereby give twenty eight days notice in writing to Mancini Real Estate to vacate the above property on ____/____/____ (please specify date).
- Having received a Notice to Vacate by the Landlord I/We hereby give fourteen days notice in writing to Mancini Real Estate to vacate the above property on ____/____/____ (please specify date)

Please Note: Important information to all tenants

Tenant/s of the Residential property, whom are listed on the Lease Agreement as per the commencement of the Leasing Term, under the Residential Tenancies Act (1997) understand that their bond is held by the Residential Tenancies Bond Authority, therefore will be required to have all party/ies sign the Bond Claim for a refund of their bond funds.

If the tenant/s are breaking their Lease the bond will stay with the Bond Authority for a period no longer than 14 days, allowing the Landlord or Agent to process the required steps into settling any disputes. If the tenant/s vacate prior to the letting of the property, the tenant will make no claim on the security deposit.

IN LIEU TO 28 DAYS NOTICE AND OR BREAKING A LEASE: The tenant/s authorises Mancini Real Estate to process a Claim on bond funds whereby the tenant/s vacate the property prior to the twenty eighth day and/or when breaking a lease entitles Mancini Real Estate to the letting fee required plus rent accrued.

Signatures

please sign on the line above

Leon Mancini & Sons Pty Ltd

Licensed Estate Agent

61 Pier Street Altona

PO Box 319 Altona

Victoria 3018

ABN 59 007 386 852

Call 24 Hours – Open 7 Days

P 03 9398 6366

F 03 9398 4623

E info@mancini.com.au

W mancini.com.au

Notice to Vacate

Office Use Only

Landlords Name: _____

Landlords Address _____

Landlords Notified On _____

PM TO ACTION

Okay To Relet Yes No \$ _____

Special Condition _____

Tenant/s Are Are not breaking their lease (expiry date ____/____/____)

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Lease Break Fee

Pro-Rata Lease Break Cost \$ _____

GST 10% \$ _____

Advertising \$ _____

GST 10% on Advertising \$ _____

Total Fee Payable \$ _____

Rental Excel Sheet	Green Book
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