

# Notice to Vacate

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

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 – 7 Days

P 03 9398 6366

F 03 9398 4623

E info@mancini.com.au

W mancini.com.au

Tenant Name/s

\_\_\_\_\_

Address

\_\_\_\_\_

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Forwarding Address

\_\_\_\_\_

Telephone

A/H

\_\_\_\_\_

Mobile

\_\_\_\_\_

Work

\_\_\_\_\_

New Phone

\_\_\_\_\_

Reason for Leaving

\_\_\_\_\_

Direct Debit

Yes

No

(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 reletting 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

# Notice to Vacate

## Office Use Only

Landlords Name: \_\_\_\_\_

Landlords Address: \_\_\_\_\_

Landlord Notified On: \_\_\_\_\_

Relet  Yes  No \$ \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Lease Break  Yes  No 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