



# Tenant Vacate Notice

(Fax back to: 8983 1840, Email: [admin@empm.com.au](mailto:admin@empm.com.au) or drop off at 323 Bronzewing Ave, Howard Springs NT 0835)

Tenant(s): \_\_\_\_\_

Property: \_\_\_\_\_

I/We hereby give notice of my/our intention to vacate the above property on: \_\_\_\_\_

**END OF LEASE** – End of Fixed Term / Periodical / Defence Clause / Territory Housing Clause (**THC** not accepted unless you advised on the Tenancy Application and a copy of notification is required).

I/We understand that I/we am/are required to give **14 / 30** days' notice, under the terms of my/our Tenancy Agreement. \* Defence Clause & Territory Housing Clause- also applicable: Points 1, 2 & 4 as per 'Lease Break'.

**LEASE BREAK**

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/We am/are responsible to:

1. **Pay rent** until either a new Tenants Lease starts or until the Tenancy Agreement expires (whichever happens first). Acknowledge that I/We are also still responsible for the condition of the property. I /We acknowledge that if rental payments cease, I/We may be placed on the defaulting Tenant database-TICA. (Names stay on this database for 7 years).
2. **Pay the costs** of any advertising agreed to, by me/us and **agent**. (\$40 per NT News advertisement. \$40 for Realestate.com.au up load). \*Agent will upload property on Realestate.com.au as soon as notification received. Tenant needs to pay for advertising in the NT News before advert is placed in NT News. Owner to be reimbursed from Tenants Bond if this is not paid beforehand.
3. **Pay an Administration** cost in establishing a new tenancy - is worked on a pro-rata basis (1 weeks rent x No. of weeks to expiry date, divided by ¾ of Lease term). Exact amount will not be known until a new Tenancy is secured. Owner to be reimbursed from Tenants Bond if this is not paid beforehand.
4. **Are aware**, the bond can be retained to cover loss of rent and other costs incurred in finding a new tenant (e.g. Smoke Alarm check, 'Show & Tell' for Pool/Spa if applicable). **RT08- Retain Bond notice (processed within 12 weeks) or straight Bond refunds are processed within 7 working days.**

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

Bond refund: Cheque / Eft. (bank details)      Account name: \_\_\_\_\_

BSB: \_\_\_\_\_      Acc. No.: \_\_\_\_\_

\*Please be aware- you may be charged \$15 if a cheque has to be cancelled or \$2.50 if bank account details are incorrect. These are the amounts the bank charges for cancellations/incorrect details.

Would you like your Property Manager to assist you in finding another property with this Agency? Yes/No

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant(s)