

REQUEST FOR TENANT VACATING NOTICE (AGREEMENT NOT YET EXPIRED)

Property Address

Date

I/We understand that this is breaking Tenancy Agreement and acknowledge my/our responsibility for:

- Paying rent until either a new tenant moves into the property and starts paying rent or until the Agreement expires (whichever happens first)
- Paying CIA Real estate Property Management a letting fee equal to one week's rent for finding a suitable tenant;
- Paying the costs of any advertising agreed me/us and CIA Property Management; and
- Paying the landlord costs of preparation of new tenancy Agreement, in the sum of \$

My/our Reason for vacating is:

My/our forwarding address will be:

I/we would like assistance in finding another property. Yes No (tick one)

I/we understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Work

Home

Mobile

Email address

Name

Signature

Date

/ /

Please fax or email form to your property manager (rentals@ciaonline.com.au)

OFFICE USE ONLY – CHECKLIST

Date Noticed Received	/ /	Agent expiry date	Yes / No	/ /
Landlord advised	/ /	Current rent	\$	pw/pfc/pcm
Computer Input	/ /	Rent paid to	/ /	
Pre-vacating letter to tenant	Yes / No / /	Recommended new rent	\$	pw/pfc/pcm
Pre-vacating inspection date	/ /	Landlord Advised	Yes / No	/ /
Listing prepared		Signboard erected	/ /	