

# Port Macquarie Property Management Tenant Intention to Breach Agreement Notice

Tenant(s):

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Property:

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- I/We hereby give notice of my/our intention to **break lease on the above property on:** \_\_\_\_\_
- I/We understand that under the terms of my/our Tenancy Agreement, it is my/our responsibly to both **pay the rent and maintain the premises** until a new Tenancy Agreement is signed or my Tenancy Agreement expires, whichever occurs first.
- I/we understand that I/we will be responsible for any **costs incurred by the owner in order to re-let** the property. More specifically, re-letting fees, advertising costs, lease documents fees etc.

**My/Our reason for vacating is:**

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**My/Our forwarding address will be:**

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- I/we understand that **cancellation of my rent payment method is my/our responsibility** and any charges incurred as a result of incorrect cancellation of my rent payments will be my/our responsibility.
- I/we give permission for **Port Macquarie Property Management** to release my/our tenancy details in the event of **reference checks** arising from any future tenancy applications.
- I/we hereby give my/our consent for a **For Lease sign** to be erected at the property: **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 using the details below:

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

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

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## OFFICE USE ONLY

Tenancy Agreement Expiry date: \_\_\_\_\_ Confirm vacate letters sent tenant/landlord: \_\_\_\_\_

Vacate date recorded in Clarke; \_\_\_\_\_ Outgoing inspection recorded Outlook: \_\_\_\_\_

Current rent \$ \_\_\_\_\_pw Listing prepared (photo & ad): \_\_\_\_\_

Revised rent \$ \_\_\_\_\_pw Signboard Erection Organised: \_\_\_\_\_

Landlord advised: \_\_\_\_\_ Comments: \_\_\_\_\_