

## Request for Tenant Vacating Notice (agreement not yet expired)

I/we hereby give notice of my/our intention to vacate the below property:

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

On the following date: \_\_\_\_\_

I/we understand that this is breaking the 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 Ray White Paddington/Woollahra a letting fee equal to one week's rent for finding a suitable tenant;
- \* Paying the costs of any advertising agreed to by me/us and Ray White Paddington/Woollahra and;
- \* Paying the Landlord's costs of the preparation of a 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: (circle one)    YES                    NO

I/We understand that the agents need to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

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

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

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

Signature(s): \_\_\_\_\_

Print name(s): \_\_\_\_\_

**Please either fax form to 02 9380 5121 or email to [nicola.juhas@raywhite.com](mailto:nicola.juhas@raywhite.com)**

Ray White | [rweast.com](http://rweast.com) 215 Glenmore Road, Paddington 2021 p: 02 9380 5888 f: 02 9380 5121