

# NOTICE OF INTENTION TO BREAK TENANCY

PROPERTY: \_\_\_\_\_

I/we wish to break the tenancy agreement. Could you please list the property for rent and assist in locating a new suitable tenant. For this service I/we agree to pay all reletting costs expended by your office in full.

I/we are aware that our tenancy agreement does not expire until the \_\_\_/\_\_\_/\_\_\_

I/we understand that we are responsible for all rental payments until another suitable tenant is found and they begin paying rent. I/we also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break the tenancy agreement to be granted.

I/we understand that I/we will need to vacate the premises 2 business days prior to the new tenant moving in to allow for the change over process, exit reports, entry reports and smoke alarm re-inspections. I/we understand that rent is still payable until the new tenants begin paying rent. I/we will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that if we vacate the property owing money in excess of the bond or if a tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with a tenancy database once the tenancy has ended.

I/we hereby authorise the lessor/s agent to erect a "to let" sign (where applicable) and to show prospective tenants the property. We understand the lessor/s agent retains the right to change the method of handling enquires & viewings at any time.

## **Electricity:**

I agree and understand that the power **must be kept on** until the day a new tenant's lease begins. Should I disconnect the power then I understand Natgroup will reconnect the power and on charge the cost to me. I also understand that if Energex requires someone to be at the property, then a \$65 per hour charge shall apply from the time a staff member leaves the office until the time they return plus an \$85 charge to organise the connection. This is payable within 7 days.

## **1. FEES:**

**Payable Upfront:** Advertising expense: \$297.00 (incl. gst)

**EFT Details are:** Natgroup Promotions  
Commonwealth Bank  
BSB: 064-474 Account: 10133528  
Reference: Property Address + "Break Lease Ads"

## **Payable upon successful application:**

Letting fee = 1 week's rent + GST

Tenancy Database Check \$18.50 (incl. gst) per applicant, payable even if application is unsuccessful.

## **2. VACATING INTENTIONS:**

- I/we are able to vacate the property with \_\_\_\_\_ days notice once a suitable tenant being secured
- I/we are vacating on \_\_\_/\_\_\_/\_\_\_ (and understand that a suitable tenant still has to be secured)

Office Use: Date received \_\_\_/\_\_\_/\_\_\_

**3. ENQUIRY HANDLING:**

- Viewings:** I /we agree to inspections/open homes and understand that **if we are still residing at the property** we must conduct the viewings ourselves. I/we understand that I must advise the agency of the open home times 3 days prior. These times must be emailed to [rentals@natgroup.net](mailto:rentals@natgroup.net)

If you are not residing at the property, the lessor's agents will conduct open homes once a week as well as private inspections when required.

**4. PRIVATE VIEWINGS:**

**Tenants still residing at property:** I/we understand that the lessor's agents will organise times with prospects and advise us of the inspection times. I/we will allow access when required and understand that these appointments are set and may not be flexible. If we cannot allow full access, the agents will then forward all enquires to the tenants and the tenants must co-ordinate the inspection and attend to the inspection.

**Vacant Properties:** The lessor's agents will co-ordinate all inspections.

**Tenant 1:**

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

Forwarding Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**Tenant 2:**

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

Forwarding Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**Tenant 3:**

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

Forwarding Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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