



FIRST PRIORITY REALTY

NOTICE TO VACATE

This notice was served by _____ on the ____/____/20__

First Priority Realty
Suite 502, Level 5, 7 Secant St, Liverpool NSW 2170
Email: rentals@firstpriorityrealty.com.au
By being hand delivered/posted to the landlord's agent; (Allow four (7) days postage)

ADDRESS OF PROPERTY:

(Please complete the following; being either 1, 2 or 3 – whichever is applicable)

1. NO GROUNDS – MINIMUM 21 DAYS NOTICE

(This notice can only be given after the fixed term agreement has expired)

I/We _____ hereby give the landlord/agent notice that I/We will be vacating the above stated premises on ____/____/20__ being a date not earlier than **21 days** after the date of service of this notice. The keys will be returned to you no later than the vacating date. I/We understand that I/We will be responsible for all rent up until the 21 days notice expires. I/We understand that if the keys are not handed in on the vacating date that I/We will be responsible to pay rent for the period until the keys are handed in. The premises will be left in a clean and tidy condition (interior & exterior) and in accordance with the ingoing report.

Signature of tenant:..... Signature of tenant:.....
Date:..... Date:.....

2. END OF FIXED TERM/ LEASE AGREEMENT

I/We, _____ hereby give the landlord/agent notice that I/We will be vacating the above stated premises on ____/____/20__ being the date the fixed term of the agreement expires; ____/____/20__ and which is a date not earlier than fourteen (14) days after the date of service of this notice. The keys will be returned to you no later than the vacating date. I/We understand that if the keys are not handed in on the vacating date that I/We will be responsible to pay rent for the period until the keys are handed in. The premises will be left in a clean & tidy condition (interior & exterior) and in accordance with the ingoing inspection report.

Signature of tenant:..... Signature of tenant:.....
Date:..... Date:.....

3. BREAKING THE AGREEMENT

I/We, _____ the tenant/s of the above stated premises, acknowledge that I am breaking the conditions of my agreement and that I/We are still responsible for rent until the agreement expires on; ____/____/20__ or until the day before a new tenant moves into the premises, whichever occurs first. The keys will be returned to you no later than the vacating date, which will be ____/____/20__. I also understand that I may be responsible for any cost incurred to the landlord to re-let the property. This could include advertising and letting fee to the agent.

Signature of tenant:..... Signature of tenant:.....
Date:..... Date:.....

Please state below your contact number that you are best contactable on as the property manager may need to contact you to arrange suitable times and dates if the property needs to be shown.

Contact Number/s: _____

OFFICE USE ONLY

Received By: _____ Date: _____

Vacating Date: _____ Notice Expires _____ Agreement Expires _____