

VIC NOTICE OF LEASE BREAK

To: First National Collie & Tierney (Mda) Pty Ltd; 67 Lime Avenue Mildura Vic 3500

I/We

of

Hereby notify my/our intent to vacate the above premises on the

.....day of..... 20.....

I acknowledge that my/our Lease expires/expired on the

.....day of..... 20.....

I/we hereby acknowledge that I/we are responsible for the following costs:

- **Rental payments until the commencement date of the new Tenant/s Tenancy Agreement or until the expiration of my lease, whichever is the soonest.**
- **Pro rata Leasing Fee based on the remaining months of my fixed term Lease Agreement calculated from 1.5 weeks rental + GST per annum. Upon finding a Tenant the leasing fee will be calculated and relayed onto you.**
- **Costs incurred from advertising on the Internet, in the Sunraysia Daily newspaper, and for a 'To Let' sign, in order to re-let the above property. A total of \$200.00 (If applicable)**
- **Lower Murray Water Reading fee charge of \$ 52.80 (If applicable)**

I/we further acknowledge that upon handing in this notice I will make the property available for open inspections which will be organised through the Agent ONLY. Twenty Four (24) hours notice will be given for all inspections.

*** OPEN INSPECTION TIME:**

.....
SIGN

.....
DATE

Phone No

Email address for each tenant

Emails

Emergency Contact Name & Number:

Forwarding Address

Forwarding Phone No.

REASON FOR VACATING

Tenant – please complete by ticking the appropriate boxes:

PROPERTY DETAILS

Current Rental -	\$..... per week	Alpha Index:	Key No:
PPTy Type:	House <input type="checkbox"/> Townhouse <input type="checkbox"/> Unit <input type="checkbox"/>		
Bedrooms:	No: _____ Built in robes: _____ Walk in robe: _____		
Internal rooms:	Ensuite <input type="checkbox"/> Semi-ensuite <input type="checkbox"/> Lounge <input type="checkbox"/> Dining <input type="checkbox"/> Family <input type="checkbox"/> Rumpus <input type="checkbox"/> Sunroom <input type="checkbox"/> Bungalow <input type="checkbox"/> Open living <input type="checkbox"/> Study <input type="checkbox"/>		
Kitchen:	Elec stove <input type="checkbox"/> Gas stove <input type="checkbox"/> Elec oven <input type="checkbox"/> Gas Oven <input type="checkbox"/> D/washer <input type="checkbox"/> Fridge <input type="checkbox"/> Pantry <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Natural Gas <input type="checkbox"/>		
Bathroom:	Sep shwr <input type="checkbox"/> Bath <input type="checkbox"/> Spa bath <input type="checkbox"/> Shwr over bth <input type="checkbox"/>		
Laundry:	Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> In bthrm <input type="checkbox"/> W/Machine <input type="checkbox"/>		
Heating/Cooling:	Gas <input type="checkbox"/> Elec <input type="checkbox"/> Wood <input type="checkbox"/> Oil <input type="checkbox"/> Open fire <input type="checkbox"/> R/C unit <input type="checkbox"/> Ducted r/c <input type="checkbox"/> Evap a/c <input type="checkbox"/> Refrig unit <input type="checkbox"/> Bottled Gas/Natural <input type="checkbox"/>		
Car:	Garage <input type="checkbox"/> Carport <input type="checkbox"/> Space <input type="checkbox"/> Double <input type="checkbox"/> Single <input type="checkbox"/> Auto door <input type="checkbox"/> Manual door <input type="checkbox"/>		
Shed:	Garden <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Workshop <input type="checkbox"/>		
Yard:	Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Enclosed <input type="checkbox"/>		
Other:	Inground pool <input type="checkbox"/> Above ground pool <input type="checkbox"/> Pergola <input type="checkbox"/> Sprinkler System <input type="checkbox"/> Rear Lane access <input type="checkbox"/> Bin collection day _____		

<u>PM Department</u>	<u>Initial</u>	<u>Reception / PM</u>	<u>Initial</u>
Property to be advertised Yes No HOLD LIST	_____		
Received SIGNED Property Disclosure BEFORE re-advertising	_____	Paperwork received & dated	_____
Date Property Disclosure was received	_____	Tenant vacating date entered into PT	_____
Sign required Yes No	_____	Calculate Rent to vacate date	_____
Advertised at \$ _____ Bond \$ _____	_____	Organise an Open Inspection time	_____
PM to check Features are up-to-date	_____	Forwarding Address & email on paperwork	_____
Add rental list and internet catch phrase	_____	Check Property Details are completed	_____
PM to check Photos are current - _____	_____	Paid to date entered into PT	_____
Property listed on Rental List / Internet	_____		
"To Let" sign Entered in book	_____	<u>Vacating paperwork received</u>	
		Rent Paid to vacate date/lease exp	_____
		LMW form complete	_____
		Received/Dated Bond/cleaning checklist	_____
<u>PMA to complete</u>		Water Read Fee PAID	_____
Mail merge to landlord	_____	Advertising Fee PAID	_____
Mail merge to tenant	_____	Carpet Cleaning Receipt	_____
Vacated Tenant Form completed (Bond online once PM advises)	_____	Keys/Remotes checked off list	_____
Vacated tenant form completed (pink form)	_____	If no key tag please add new or update if old	_____
Attach Ingoing inspection report, Key List & NTV form (DDM draw)	_____		
Copy of Key List & copy of NTV filed in Vacating Folder at reception	_____		
Final Inspection time booked into PM's diary	_____		
Follow up call 1 week prior to vacate Scheduled in PM's diary	_____		
PMA to scan completed form to Property Tree	_____		

Additional Comments: