



357 Pakington Street  
NEWTOWN VIC 3220  
P 03 5222 1616  
F 03 5222 1816

E rentalgroup@whitfordproperty.com.au

## TENANT 28 DAY NOTICE TO VACATE

<b>Property</b>	<b>Date</b>
<b>Tenant/s</b>	<b>PM</b>
<b>CURRENT CONTACT DETAILS</b>	
<b>(H)</b>	<b>(W)</b>
<b>(M)</b>	<b>(E)</b>
I/We hereby give notice in writing of my/our intention to vacate the above property on:	
<b>VACATE DATE / /</b>	<b>I/WE WILL BE BREAKING OUR LEASE YES NO</b>
I/We understand rental is charged until all keys, remotes and alarm codes are returned to the office. I/We understand that in accordance with the Residential Tenancies Act 1997, the bond cannot be used as a final rent payment.	
<b>MY/OUR FORWARDING ADDRESS WILL BE:</b>	
<b>REASON/S FOR VACATING</b> Our landlords usually ask why the tenants are vacating their property. If you could please provide us with your reasons, good or bad, we would like to pass this on the landlord.	
<b>MAINTENANCE / ISSUES</b> If you know of any maintenance or issues with the property, could you please list them below so these can be discussed with the landlord.	
<b>INSPECTIONS</b> In accordance with the Residential Tenancies Act 1997, we are able to conduct inspections of the property prior to you vacating. You will be contacted prior to any inspections being undertaken at your property for prospective tenants. We will endeavour to work with you to arrange these inspections at days and times that are convenient. These inspections are usually undertaken during the times listed below. Please be aware that a representative from Whitford will always be in attendance at these inspections.	
<b>COMMENTS:</b>	
Do you have a pet at the property? Yes No:	
<b>LEASE BREAK</b>	
I/We understand that by breaking our lease we are required to pay the following costs: 1. Rent until a new tenant moves in or the lease expires – whichever is the earlier; 2. Pro rata letting fee of 1.65 weeks rent including GST 3. Advertising Fee \$250 including GST 4. Barwon Water meter reading fee at cost (approximately \$30)	
<b>Signed by Tenant/s</b>	