

ENVOGUE

Notice to Vacate - Break Lease

I/We (Name)						
Of (address)						
I/we hereby give notice of my/our intention to vacate the above mentioned property on (Date): / /						
I/we understand I/we are breaking the Tenancy Agreement and acknowledge I/we am/are responsible for the tenancy, as signed in our Tenancy Agreement to:						
Initial	Pay 1 weeks rent to the Lessor, for costs associated with breaking the lease and securing a new tenancy (marketing					
	Pay rent until either a new tenant moves into the property and commences paying rent or until the Tenancy Agreement expires (whichever happens first)					
	The property will be cleaned and presented in a ready-to-let condition, in line with the properties Inventory and condition report. I/we understand I/we are responsible for the upkeep of the property until a new tenancy commences.					
	The carpets will be professionally steam cleaned, and will be dry ready for the final inspection with a receipt provided at the final inspection					
	I/we will ensure all services including trash packs, internet, phone and other contract services under our name will be withdrawn from the property. ACAT government bins will be left empty and clean at the time of final inspection					
	I/we are aware En Vogue Property Management do not conduct final inspections on weekends, public holidays or outside of the hours 10 am – 2pm.					
	I/we understand access to the property is required to re-let. I/we will allow the following 15 minute exhibitions to assist with securing a new suitable tenant on the following days (Please circle)					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Contact Details - throughout the moving process

I/We are contactable on the below contact details throughout the relocation.	
Mobile:	Email:
The reason for vacating is:	
Forwarding address is:	

Signature - of all tenants on tenancy agreement

Signed:	Date:
Signed:	Date:
Date Received by Agency:	Staff member:

Email completed form to admin@envogue.com.au or drop into office. Form is deemed received once formal receipt has been acknowledged from agency to tenant via email.