

**TENANT VACATING NOTICE
(Tenant vacating before expiry of Fixed Term)**

Tenant(s):

Property:

I/We hereby give notice of my/our intention to vacate the above property on:

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/we am/are responsible to:

- pay rent until either a new tenant moves in to the property and starts paying rent or until the Agreement expires (whichever happens first).
- pay **(Moss Estate Agents)** a letting fee equal to one and a half week's rent for finding a suitable replacement tenant.
- pay the costs of any advertising agreed to by me/us and **(Moss Estate Agents)**.
- pay the landlord's costs of the preparation of a new Tenancy Agreement, the sum of \$ n/a.

My/Our reason for vacating is:

My/Our forwarding address will be:

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work:

Home:

Mobile:

Email:

Signed:

Date:

Tenant(s)

OFFICE USE ONLY

Date notice received: _____

Tenant agreement expiry date: _____

Letter to Landlord: _____

Current rent \$ _____ pw/pfn/pm

Computer input: _____

Rent paid to: _____

Pre-vacating letter to tenant: _____

Rec. new rent: \$ _____ pw/pfn/pm

Pre-vacating inspection date: _____

Phone call to Landlord: _____

Listing prepared: _____

Comments: _____
