

NOTICE TO VACATE FORM

Bob Berry Real Estate
56 Talbragar Street Dubbo NSW 2830
Email: admin@bobberry.com.au
Fax: 02 6884 8220



Property Address: _____

I/We _____ (insert tenant name/s)

hereby give _____ days notice (please see over page for minimum notice period)

of my/our intention to vacate the above property on ____ / ____ / 20 ____.

I/We understand that all rent and water charges will be paid in full to the end of the notice period or to the day that the property is returned to the owner in a satisfactory condition and all keys have been received back, whichever is later.

Once you have submitted this notice, a staff member from Bob Berry Real Estate will contact you to arrange your Outgoing Premises Inspection and to schedule suitable inspection dates to show prospective tenants through the property.

Please note: Clause 23.8 & 26 of the Residential Tenancy Agreement regarding giving access to allow the landlord's agent to show prospective tenants through the premises during the last 14 days of the Agreement.

The Outgoing Premises inspection will be conducted on the final day of occupancy unless an alternative time is arranged with Bob Berry Real Estate. We recommend you or a representative be in attendance at your final inspection.

USE KEY: YES/NO or PHONE: (W): _____ (H): _____ (M) _____

My/Our forwarding address: _____

Email Address: _____

PLEASE DIRECT ANY BOND REFUND AVAILABLE TO:

Bank/Credit Union Name _____ Branch Location _____

BSB _____ - _____ Account Number _____ Account type _____

Account Name _____

I/We acknowledge receipt of "Moving Out", a publication from the NSW Office of Fair Trading.

Reason for vacating; please tick the most appropriate box:

- Leaving Dubbo
- Purchased own property
- Upsizing or downsizing to another property in Dubbo
- Other: _____

.....
Signature/Date

.....
Signature/Date

Required Notice Periods

14 DAYS NOTICE	Required if your fixed term of the Residential Tenancy Agreement (RTA) has not expired and you wish to vacate on the expiration date or up to 14 days after this date. Your notice must be given prior to or up to the date the fixed term of the RTA expires.
21 DAYS NOTICE	Required once your Residential Tenancy Agreement has expired.
BREAK LEASE	<p>It is agreed that upon signing this form in the event of breaking a lease, the tenant/s authorise Bob Berry Real Estate to advertise the property for lease and show prospective tenants through the property.</p> <p>The tenant/s acknowledge they understand that they are responsible for the care of the property until a new tenancy commences.</p> <p>The tenant/s understand the following costs are applicable when breaking a lease :</p> <p>1. RTA signed prior to 8 July 2013</p> <ul style="list-style-type: none">• Payment of rent for the premises until a new tenant is found or the Residential Tenancy Agreement expires, whichever occurs first. The bond will not be released until a new tenant, approved by the landlord, moves into the property.• Reimburse owner for agents re-letting fee of one week's rent plus GST, document preparation fee of \$44 (inc GST) and advertising expenses of \$22 (inc GST) <p>2. RTA signed on or after 8 July 2013 (Refer to Clause 42 & 43)</p> <ul style="list-style-type: none">• Payment of rent up to and including vacate date when all keys are returned to BBRE• Break fee equivalent to 6 weeks' rent if less than half the term has expired• Break fee equivalent to 4 week's rent if half or more of the term has expired