

Notice to Break Lease



Property Address: _____

Tenant name/s: _____

Date notice given: _____ Lease expiry date: _____

Intending vacate date: _____ Reason for breaking lease: _____

Forwarding address: _____

Contact phone numbers (after inspection): H: _____ W: _____ Mob: _____

I/We acknowledge and agree that: Tenant Initial

1.	I/ we are responsible for paying rent until the premises are re-let or to the expiry of the lease, which ever come first.	
2.	I/we will pay break lease fees equivalent to one weeks rent plus 10% GST and a lease preparation fee of \$33.00.	
3.	If I/We pay our rent through the Payment Gateway system, I/we authorise Ray White Wagga Wagga to adjust the amount of my final automatic rental payment as required to prevent an overpayment of rent.	
4.	In order to mitigate my loss, Ray White-Wagga Wagga will advertise the property using the following methods and I will be responsible for any costs involved - <ul style="list-style-type: none"> a. INTERNET (Multiple sites) & realestate.com.au feature upgrade– \$130.00 one off payment b. NEWSPAPER (OPTIONAL, as requested by you) - \$50 per advertisement 	
5.	I/We understand and acknowledge that under the terms of my lease, I am required to permit access to the property for the purposes of showing the property to prospective tenants. Inspections will be arranged as follows – (Cross out that which is not applicable) <ul style="list-style-type: none"> a. Ray White – Wagga Wagga will contact me/us to make convenient appointment times to enable prospective tenants to view the property OR b. I/We give permission for Ray White Wagga Wagga to show people through the property using the spare keys 	
6.	All original keys and any copied keys must be handed to Ray White – Wagga Wagga as soon as practicable after a replacement tenant has been found.	
7.	I/We are responsible for maintaining the condition of the property and acknowledge that a final inspection will not be completed until a replacement tenant has been found.	
8.	I / We DO / DO NOT (circle one) want to attend the Final Inspection of the property. If you do wish to attend please contact your Property Manager a minimum of 2 days prior to your vacating date to make this appointment.	
9.	I/We will contact Ray White – Wagga Wagga within 24 hours of returning the keys to their office to enquire as to the result of the final inspection carried out on the property.	
10.	I / We acknowledge that we must ensure that the electricity and gas on the property is disconnected, prior to vacating the property. Failure to disconnect, may result in additional charges being incurred.	
11.	I/We acknowledge that I/We will leave the property clean and that any damage will be repaired in a proper and workmanlike manner. If cleaning or repairs are required, Ray White Wagga Wagga may immediately organize appropriate cleaners/tradesman to have the problems rectified. See attached Ray White Wagga preferred tradesperson list	
12.	I/We acknowledge that Ray White Wagga Wagga has given me a copy of this completed notice.	

Signed _____ Witness: _____

OFFICE USE

Number of keys handed in: _____ Date: _____ Time: _____

Copy of Carpet Cleaning receipt received: YES NO

Bond refund form given to tenant: YES NO

Signed _____ Witness: _____