

# Notice to Vacate Leased Premises

Tenant(s) name : _____ Contact No : _____
Email Address : _____
Property Address : _____
Car Space No : _____ Car Space Located at : _____
Storage No: _____ Storage Cage Located at : _____
Moving out dates: _____
Reason for vacating property: _____
Forwarding address (Your Bond Claim Notice will be sent to this address)
Street Address: _____
Suburb: _____ State: _____ Post Code : _____
Bank Account Details (Your Bond will be transferred to this bank account)
Bank Name: _____ Account Number: _____
BSB : _____ Account Name: _____

**I/We understand that CJ Real Estate needs to carry out the rental inspection to the prospective tenants prior to moving out dates. CJ Real Estate will start open inspection 14 days prior to you vacating every Saturday.**

**You Must NOT Amend or Overwrite on this form, unless you have prior agreement.**

*If you moving out prior to the lease expiry date please note below:*

*I/We hereby understand the following liabilities as to the breach of the Tenancy Agreement by terminating before the end of fixed term period: **This cost will be calculated after all keys have been returned to our office if the fixed term is for 3years or less, 6 weeks rent if less than half of the term has expired or 4 weeks rent.***

*The open home time for finding a new tenant cannot be fixed by the tenant's time – please note that we do have many inspections on Saturdays and the time will be informed at least 48 hours before.*

*Tenant must provide access to C J Real Estate to re-let the premises if the tenant gets **\*reasonable notice\*** on each occasion during the last 14 days of the agreement.*

*Please note: If you wish to join for final inspection please send us an email prior to vacating so that we can advise you the time.*

Tenant(s) Name: _____
Tenant Signature: _____ Date: _____