

# Notice to Vacate Leased Premises

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

Tenant(s) name : \_\_\_\_\_ Contact No : \_\_\_\_\_

Email Address : \_\_\_\_\_

Property Address : \_\_\_\_\_

Car Space No : \_\_\_\_\_ Car Space Located at : \_\_\_\_\_

Storage No: \_\_\_\_\_ Storage Cage Located at : \_\_\_\_\_

Is your property Furnished or Unfurnished?

**Please ensure you provide photos of the storage and car space upon your vacating date to confirm it has been emptied.  
This applies for all properties with the car space & storage provided.**

Vacating Date: \_\_\_\_\_

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.

If you are moving out prior to the lease expiry date please note below (You must provide 14days notice prior to lease break) 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*

- 4 weeks rent if less than 25% of the fixed term has expired
- 3 weeks rent if 25% or more but less than 50% of the fixed term has expired
- 2 weeks rent if 50% or more but less than 75% of the fixed term has expired
- 1 weeks rent if 75% or more of the fixed term has expired

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 CJ Real Estate to re-let the premises if the tenant gets \*reasonable notice\* on each occasion during the last 14 days of the agreement.

- ❖ 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: \_\_\_\_\_

Privacy Collection Notice: C J REAL ESTATE collects your personal information to respond to your enquiry and provide real estate services. We may share your information with service providers as permitted under our Privacy Policy. For full details, please see our Privacy Policy:

<https://www.cjrealestate.com.au/privacy>