

# **VACATE NOTICE**

The address I lease through Apple Property Management and currently live at is:

\_\_\_\_\_

I would like to formally give:

- 14 days' notice of my intention to vacate the property because I'm ending my tenancy at the end of my fixed term agreement; *or*
- 21 days' notice of my intention to vacate the property because I'm in continuation or "week to week" *or*
- Notice that I will be terminating the tenancy agreement early and therefore lease breaking as of the \_\_\_ / \_\_\_ / \_\_\_\_ I understand that as per the conditions of my tenancy agreement that I signed, that I am responsible for paying the landlord a break lease fee equivalent to 6 weeks rent if I'm less than half way into the fixed term agreement or 4 weeks rent if I'm more than half way into of the fixed term agreement.

**I understand and acknowledge** that I must:

- Completely clean the property to a standard in which the new tenant can move in after me;
- Remove any rubbish at the property and make sure the wiz bins are empty;
- Mow and edged the lawns;
- Weeded and tidied the gardens; ***and***
- Return all keys in my possession to the office including any duplicates that I may have made throughout the duration of my tenancy

To the office at **9/19 Beaumont Street, Islington** by 4:00 pm on

\_\_\_ / \_\_\_ / \_\_\_ - **MY VACATE DATE**

I would like to receive my vacate pack (bond return instructions, cleaning checklist and key return checklist) via:

Email  *or* Snail Mail

*If I don't receive my vacate pack within 3 business days, I understand I must make contact with the office to ensure my notice has been received by my property manager.*

My **FOWARDING** details are as follows:

Address .....

Home Phone ..... Fax.....

Mobile ..... Work.....

Email Address: .....

.....  
Tenant Name

.....  
Tenant Signature

Date notice issued: \_\_\_ / \_\_\_ / \_\_\_\_