

## Notice of Intention to Vacate - Breaking Lease

### Important Instructions

**You must read these instructions prior to completing this document. If your form is not filled in correctly it will not be processed.**

1. Notices of intention to vacate must be made in writing using this form.
2. Notices of intention to vacate must be sent to your property manager either by email or fax (03 9830 7987).
3. Notices of intention to vacate must be signed either electronically or by hand before submission. Instructions on how to electronically sign your request can be found below.

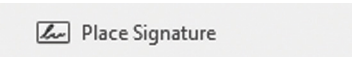
### Electronically Signing Your Notice

1. Open this PDF document using Adobe® Reader. If you do not have this program, you can download it for free by visiting <http://get.adobe.com/reader/>

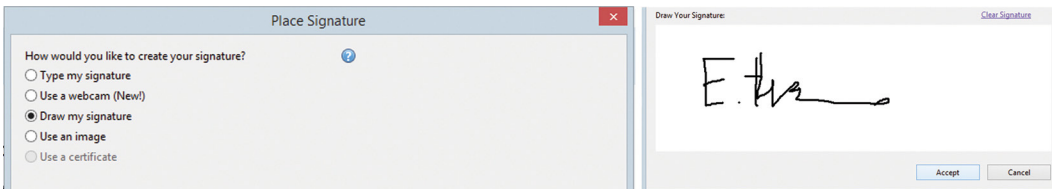
2. On the top right-hand side of your screen, click the 'Sign' button.



3. Click the 'Place Signature' button.



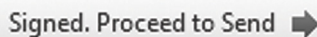
4. Choose the 'Draw my Signature' option and draw your signature in white box, then click 'Accept'.



5. Click on the area where your signature is required to stamp the signature. Drag the white squares around your signature to make the image bigger or smaller to fit the area where it is required.

6. Click the drop down box next to 'Place Signature' then select 'Clear Saved Signature' so that you can repeat steps 3 & 4 if a new signature is required.

7. Click the 'Signed, Proceed to Send' **ONLY** when you have completed all the details required and verified they are correct. Incorrect or incomplete details will require a new form to be completed.



8. Click 'Save a Copy' to save it to your computer.

9. Open your email program/website and email your completed, signed agreement (as well as any additional documentation required) directly to your property manager.

## Your Details

Date:

Tenant Name/s:

Your Address:

Suburb:  State:  Postcode:

Vacating Date:

**All tenants who are registered at this property must sign this notice.**

## Tenant to Contact to Arrange Inspections

Tenant Name:

Contact Mobile:  Home:

## Forwarding Address

Forwarding Address:

Suburb:  State:  Postcode:

## Signatures

Tenant 1 Name:

DATE

X  
TENANT 1 SIGNATURE (see instructions page for details)

Tenant 2 Name:

DATE

X  
TENANT 2 SIGNATURE (see instructions page for details)

Tenant 3 Name:

DATE

X  
TENANT 3 SIGNATURE (see instructions page for details)

Tenant 4 Name:

DATE

X  
TENANT 4 SIGNATURE (see instructions page for details)

I/We acknowledge that because we still have a lease in place for the above mentioned property, that I/We will be responsible for the rent until the lease expires or until a date whereby another suitable tenant/s are secured and commence paying rent, whichever is applicable.

I/We will also be liable for the leasing fee, which is equivalent to two week's rent plus GST.