

Costigan Hills Real Estate

Shop 12, 216 Farnham Road, Quakers Hill www.hillsrealestate.com.au

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Intention to Vacate – BREAKING LEASE

Costigan Hills Real Estate
Shop 12, 216 Farnham Road
Quakers Hill NSW 2763

Date: _____

Attn: Property Management Department

Dear Sir/Madam,

I/We, _____ the tenants residing at
_____ hereby wish to give notice of our
intention to break our lease agreement and vacate the property on _____.

I/We understand rent must be paid up until and including the day I/We hand in keys to your office as well as the below breaking lease fee applicable to our situation.

A) We are currently in the 1st half of our lease agreement and understand we must pay a fee
of **6 weeks rent** (please tick)

B) We are currently in the 2nd half of our lease agreement and understand we must pay a fee
of **4 weeks rent** (please tick)

I/We acknowledge that the property will now be available for inspection by prospective tenants and that we will be given up to 24 hours notice of any inspections.

Our forwarding address will be:

If you require any further information, we can be contacted on the following numbers:

Kind Regards,

Name: _____

Signed: _____

Name: _____

Signed: _____