

Property Manager: _____ Today's Date: ____/____/____

Property Address: _____

Tenant/s Name: _____

Contact Number/s: _____

Email Address: _____

Forwarding Address: _____

I hereby wish to give LJ Hooker Belmore the required **notice to vacate** the above mentioned property as follows (please tick appropriate box):

- ☐ **14 days** *(end of fixed term)
- ☐ **21 days** *(fixed term has expired)
- ☐ **Lease Break** *(fees apply)

** See over page for detailed information regarding required notice to be given*

VACATE DATE: ____/____/_________
Signed by the Tenant/s_____
Print Name/s_____
Signed by the Tenant/s_____
Print Name/s

OFFICE USE ONLY	
LEASE EXPIRY (Input By PM)	/ /
DATE ENTERED IN REST (Input by PM)	/ /
ADVISED OWNER (Input by PM)	/ / (Email / Call / Text)
RENT PER WEEK (Input by PM)	\$
LISTED IN RENTAL LIST (Input by PM)	/ /
LISTED IN MY DESKTOP (Input by PM)	/ /
LETTER TO TENANT (Reception)	/ /
LETTER TO LANDLORD (Reception)	/ /
SCANNED TO FILE SMART (Reception)	/ /

RESIDENTIAL RENTAL PROPERTY

Notice To Vacate Information

End a Fixed Term Lease: 14 days notice - If the fixed term of the agreement is due to end - 14 days' notice can be given up to the end and including the last day of the fixed term.

Expired Fixed Term Lease: 21 days notice - If the fixed term period has expired and no new agreement has been signed. This notice can be given at any time and does not have to line up with the rent payment cycle. The tenant must pay the rent up to and including the day the notice ends and they vacate.

Lease Break - If circumstances change and tenant requests to move out before the end of the fixed term – As per the Residential Tenancy Agreement, the tenant is required to pay the following lease break fees in re-letting of the premises:

- Letting fee – first week rent + GST
- Lease preparation fees - \$30 + GST
- Advertising fees – as incurred
- Rent until the premises are occupied by the new tenants or until the fixed term expires whichever occurs first

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☐ Yes, please contact me ☐ Tick here to opt out

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: CONNECTNOW Pty Ltd (ABN 79 097 398 662) ("LJ Hooker Assist") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See LJ Hooker Assist's Privacy Policy for further details, including your rights to access and correct the information held about you at assist.ljhooker.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to LJ Hooker Assist continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, LJ Hooker Assist is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. LJ Hooker Assist may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

Applicant's signature:

Date:

We will make all reasonable efforts to contact you within 1 working day of receiving this application to explain the details of the services offered. If we are unable to contact you within the period please call us on 1300 875 974 to ensure your services can be addressed by the required date.

LJ Hooker Assist Customer Service Team

📞 1300 875 974 @ assist@ljhooker.com
 🌐 assist.ljhooker.com.au ☎ (03) 8677 9097