



FORM 8A – CL17

Office Use: Date received / /

NOTICE OF INTENTION TO BREAK TENANCY AGREEMENT

PLEASE NOTE THAT YOU MUST ALSO COMPLETE AND SUBMIT THE RTA FORM 13 NOTICE OF INTENTION TO VACATE AND OUR MARKETING AND ADVERTISING TENANT APPROVAL NOTICE.

Tenant Names: _____
PROPERTY: _____

This is to confirm that I/we hereby advise that I/we wish to break my/our tenancy agreement. Could you please list the property for rent and assist in locating a new suitable tenant. For this service I/we agree to pay all reasonable reletting costs, being advertising and a letting fee as expended by your office.

Lessor compensation fee \$ _____ + GST
Maximum advertising expense \$ _____

I/we are able to vacate the property with _____ days notice.
I/we would like to vacate the property on ____/____/____ (subject to a suitable tenant being secured)

I/we are aware that our tenancy agreement does not expire until the _____ day of _____ 20____. I/we understand that we are responsible for all rental payments until another suitable tenant is found. I/we also understand that a new tenancy agreement has to be signed and be legally enforceable with the new incoming tenants for our intention to break the tenancy agreement to be granted.

I/we hereby authorise you to erect a "to let" sign (where applicable) and to show prospective tenants the property.

I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. I/we will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that if we vacate the property owing money in excess of the bond or if a tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with TICA once the tenancy has ended.

We request a REFUND OF RENTAL BOND TRANSFER OF BOND to: _____
Current Home Number: _____

SIGNED (Tenant 1): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 2): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 3): _____ Date: / /

Forwarding Address: _____

Work: _____ Mobile: _____

REASON FOR BREAKING TENANCY AGREEMENT: _____

FORM 8 - CL19



Office Use: Date received / /

ADVERTISING & MARKETING NOTICE

This is a courtesy notice to let you know that it is our office's intention to minimise any disruption to you as a tenant during the process of re-letting the property. We understand that moving home can be a very stressful time and you can be assured that we are focused on respecting your rights to quiet enjoyment during the re-letting process.

However, as you can appreciate, it is our responsibility to the owner as the managing agent to find a new suitable tenant in the quickest possible time, and for this reason we would greatly appreciate your assistance to enable our office to achieve this.

In accordance with legislation requirements, we do require you to submit to our office the below *Marketing & Advertising Tenant Approval*.

MARKETING & ADVERTISING TENANT APPROVAL

Please submit this Notice with your Intention to Vacate Form

Tenant/s Names: _____

Property Address: _____

We hereby authorise or agree

(Please tick to indicate that you authorise and/or agree)

- For your office to take photos of the property for marketing and advertising purposes and understand that this could include our personal furnishings, etc.
- For your office to accompany and show prospective tenants the property with the office's set of keys
- For your office to contact me/us prior to accompanying and showing prospective tenants the property with the office's set of key
- For your office to contact me/us and we will show prospective tenants the property
- For your office to contact me/us to discuss and arrange a prospective tenant showing
- For your office to conduct open houses (if required, please refer to our office for further details)
- For your office to consider the following proposed open house times (if required)

As mentioned, it is our office's intention to work with you when organising prospective tenant inspections and will issue the necessary Form 9 – Entry Notice in accordance with legislation requirements.

Tenant Comments

Tenant/s Signature: _____ Date: _____