



PO Box 627 Byron Bay NSW 2481
 8 Lawson Street Byron Bay NSW 2481
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 Email: edsilk@edsilk.com.au

VACATING NOTICE:- Property:- _____

I/We _____ hereby advise that I/we will be vacating the above property by the _____ day of _____ 20 ____ (midnight).

Reason for vacating the property: _____ .

Our tenancy agreement *has already expired/will expire* on the _____ day of _____ 20 ____ .

We are aware that this notice must be given 14 days prior (fixed term agreement) or 21 days prior (continuing agreement) to vacating. This notice does not take effect until received by Ed Silk Real Estate and signed by all tenants.

If I/we fail to provide the above notice, then I/we realise that I/we am/are breaking the agreement early and agree to reimburse the owner for charges incurred as a result of ending the agreement early. These charges include a re-letting fee (equivalent to one week's rent), lease preparation fee of \$15.00 and rent is payable until new tenants move in or the existing agreement runs out (whichever happens first).

We are aware that rent will be charged up to and including the day we return all keys and remotes to Ed Silk Real Estate.

We acknowledge that all keys and remotes (including duplicates) must be returned to Ed Silk Real Estate on or before 10.00am on the vacating date, or we will incur additional rent at a daily rate.

We agree that prior to vacating, the premises and gardens will be left in a clean and tidy state (please refer to the Tenant Vacating Guide for further clarification), rent owing will be paid, outstanding water rates invoices will be paid, and all keys and remotes returned.

We authorise you to show prospective tenants the property during the final 2 weeks by prior arrangement.

We request a refund of rental bond to be posted to:-

Fowarding address: _____

SIGNED (Tenant 1): _____

Work phone: _____ Mobile phone: _____

SIGNED (Tenant 2): _____

Work phone: _____ Mobile phone: _____

SIGNED (Tenant 3): _____

Work phone: _____ Mobile phone: _____

Office use only:

Date received in office: _____