

Our Details

East Maitland

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east maitland, nsw 2323
p.o. box 428
t: 02 4931 4811 f: 02 4933 1115
eastmaitland@leahjay.com.au

Hamilton

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hamilton, nsw 2303
p.o. box 106
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Warners Bay

suite 3, 87 king street
warners bay, nsw 2282
p.o. box 1069
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warnersbay@leahjay.com.au

www.leahjay.com.au

Your Details

If you need to vacate your current premises before the lease has expired, please provide the details below and your property manager will be contact as soon as possible.

Tenant's name*:

Your property manager:

Street address*:

Suburb*:

Today's date*: (dd/mm/yy)

Date you are vacating*: (dd/mm/yy)

Reason for vacating:

Forwarding address:

Your Lease

Please note: Different conditions apply depending on whether your Residential Tenancy Agreement (Lease) commenced prior to or after January 31 2011.

Please indicate which is applicable to you*:

My lease commenced prior to January 31, 2011 - **Please see A below**

OR

My lease commenced after January 31, 2011 - **Please see B below**

A. Please indicate by ticking EACH box, that you understand, as per the Residential Tenancy Agreement (commencing prior to January 31, 2011) that you are responsible for ALL of the following:

- Payment of the rent until a suitable tenant is approved and signs a lease or until the current lease expires (whichever occurs first).
- Payment of a letting fee equal to one week's rent plus GST for finding a suitable replacement tenant
- Payment for any newspaper or internet advertising
- Payment of vacating water usage - to be invoiced at the final inspection
- Payment of a lease preparation fee of \$33.00

B. Please indicate by ticking EACH box, that you understand, as per the Residential Tenancy Agreement (commencing after January 31, 2011) that you are responsible for ALL of the following:

Payment of the rent until the vacate date

Payment of a lease break fee equal to

6 week's rent - if the lease break is in the first half of the fixed term period

OR

4 week's rent - if the lease break is in the second half of the fixed term period

Payment of vacating water usage - to be invoiced at the final inspection

Payment of a lease preparation fee of \$33.00

Payment of vacating water usage - to be invoiced at the inspection

Please note: You must tick all of the boxes in either A or B

Inspections

We may wish to show prospective tenants through the property. Please nominate a primary contact for arranging inspections:

Tenant's name*:

Contact phone number*:

Email address*:

If you are not home, do you give permission to Leah Jay to show the property using the master key?*

Yes

No

Please check and confirm that the information that you have provided is correct*:

Yes

Privacy

Leah Jay respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to how personal information is collected, stored, used and disclosed by us. We will only disclose personal information to other parties as required to perform our duties as authorised under an agreement, to achieve a specified purpose, or as otherwise allowed under the Privacy Act 1988.