

## Tenant Information

### Tenant Ending a Tenancy Agreement

A tenancy agreement is a legally binding agreement and notice to end a tenancy must be in writing.

A notice will be sent to the tenant two (2) months prior to the tenancy lease expiry date, at this time please inform the property manager within 14 days of this notice of your intentions to stay or leave.

The tenant ending the tenancy agreement must complete Form 13 - Notice of intention to leave and return to the property manager no less than two full weeks (14 days) before date of leaving.

### [Download Form 13 - Notice of Intention to Leave](#)

### Ending the Tenancy Agreement Early

A tenancy agreement is a legally binding agreement. Should unforeseen circumstances arise and you need vacate the property prior to the end of your Tenancy Agreement, please contact the property manager immediately. We are more than happy to help in such circumstances and will assist in finding replacement tenants for you as soon as possible.

Please note ending your tenancy agreement early, you will be responsible for the following costs until a new tenant can be found and takes over your responsibility:

- Payment of rent up until commencement of a new tenancy
- Payment of a letting fee – equal to one weeks rent + gst
- Payment of advertising costs to re-let the property

### Leaving the property

The tenant must leave the property in the same condition as when they moved in (except for fair wear and tear)

### [Download our Prepare to Vacate Information Sheet](#)

### Bond refunds

The Exit condition report (Form 14a) and Refund of rental bond (Form 4) will also be completed.