

RENTERS NOTICE OF INTENTION TO VACATE

To Maxwell Collins Real Estate, of 55 Myers Street, Geelong as Agent for the premises at:-

Take note that I/We

*** Intend to vacate the above premises in accordance with my/our lease**

on the _____ day of _____ 20_____ being at least 28 days from today,

OR

*** As I am/we are breaking the lease** I/we realise that I/we must pay rent until the property is relet, a re-letting fee to Maxwell Collins which is equivalent to one and a half weeks rent plus GST, realestate.com.au advertising fee \$73.00, plus water meter reading fee of \$29.65. The property will be vacant by the _____ day of _____ 20_____

My rent is paid via _____ Direct Debit _____ BPay

In the case of Direct Debit a cancellation form must be completed ASAP.

If I/We am unable to be contacted on any of the following phone numbers, I/We agree that the managing agents be allowed to show prospective renters through the rented premises by using the office key. YES NO

I/We further agree that the rented premises will be left in a clean and tidy condition and give my/our consent that any expenses for damage or cleaning required may be deducted from my/our security deposit.

**Management of Property
Privacy Act 1988
Personal Information Notice**

Personal information collected about the Applicant during the course of the tenancy may be disclosed for the purpose for which it was collected to other parties including to the rental provider, referees, other agents and third party operators of tenancy references databases. Information already held on tenancy reference databases may also be disclosed to the Agent and/or Rental Provider. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the rental provider, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting Maxwell Collins Real Estate at 55 Myers Street, Geelong or on 5222 4711. The Applicant can also correct this information if it is inaccurate or out of date.

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Contact Phone No: Home
Work
Mobile

Reason for leaving?:

Forwarding address:

