

TENANCY OPTION / NOTICE TO VACATE FORM

Property: _____

Property Manager: _____

Please tick appropriate box and return to the office by, fax email or mail, as soon as possible.

- I/We wish to enter into a **new tenancy agreement** for a fixed term of 6 / 12 month lease (please circle), subject to landlord's approval.
- I/We would like to continue my/our tenancy on a **month-to-month basis**, acknowledging that I/we must give a full 28 day written notice if I/we decide to vacate.
- I/We hereby give **notice of intention to vacate** the property at or after the expiry of the current lease agreement: - Date: ___ / ___ / ___. (This notice is compulsory under the Residential Tenancies Act 1997, taking into account a minimum of 28 days notice in writing).
- I/We intent to break our lease by giving notice to vacate prior to the expiry of our fixed lease. Vacate date :- ___ / ___ / ___

Electronic Communications

As our preferred method of issuing new leases is electronic, we require the consent (from each tenant) to accept an electronic signature should you be requesting a new lease. Please tick if you accept electronic communication.

- (a) The tenant(s) acknowledges that in accordance with the Electronic Transactions (Victoria) Act 2000, the Agent may send some Notices and documents via electronic means; and agrees that this is a valid form of notice in writing in accordance with the Act.
- (b) By responding to this email, the tenant(s) agrees to and consents to the use of electronic communications in accordance with the Electronic Transactions (Victoria) Act 2000.
- (c) The tenant(s) acknowledges that the contact details provided in the original application (and in this email) will be used by the Agent/Landlord for the purposes outlined above and that it is their responsibility to notify the Agent/ Landlord, in writing; of any changes in their contact details and that any failure to do so shall not render notice invalid.

Name:	Signature	Date	Electronic	<input type="checkbox"/>
Name:	Signature	Date	Electronic	<input type="checkbox"/>
Name:	Signature	Date	Electronic	<input type="checkbox"/>
Name:	Signature	Date	Electronic	<input type="checkbox"/>