

Request to Break Lease

Property Address: _____

Tenants Name: _____

Lease Expires on: _____

Keys will be returned on: _____

Today's Date: _____

Tenants Obligation:

The Landlord and the Tenant have a fixed term contract in place and therefore the Tenant has a legal obligation to ensure the rent is paid in full on time until a new tenant is found.

Break Lease Fees:

As per the current lease agreement, the Tenant is liable to pay the Landlord a break lease fee to terminate the contract early.

The tenant must pay the following penalty fees:

- Pro-rata letting fee
- \$330 advertising fee (inc of GST)

Please settle the advertising fee with reception ASAP, as the property will not be advertised until this has been paid.

Securing a New Tenant

While looking for a new tenant, we ask that the property be clean and tidy at all times, with full access provided to show prospective tenants through the property.

Open for inspections will be arranged on your behalf in order to secure a new tenant, with suitable applications submitted to the Landlord for approval.

Bond Refund:

The bond refund will be assessed once keys have been returned and an exit inspection conducted.

Once this agreement has been signed, Melcorp will forward you a list of approved vacate cleaners to help you maximize the total bond refund.

Tenants Confirmation:

In order to proceed with the Break Lease, please sign at the bottom of this form to confirm that you are agreeable with the following terms;

- The Tenant hereby instructs Melcorp Property Pty Ltd to secure a new tenancy for the property
- The Tenant will ensure all keys are returned on the date specified on page 1
- The Tenant is agreeable with the fees specified on page 1 and will ensure the payment is finalized
- The Tenant agrees that full access is granted to Melcorp Property to show prospective tenants through the property. Melcorp must provide the Tenant with no less than 24 hours written notice, or agree on a time directly with the Tenant verbally. Where the Tenant is not home, the Tenant authorizes Melcorp to use the office key to access the property
- The tenant agrees that they will present the property in satisfactory condition during inspection times
- The Tenant will ensure the property is returned in accordance with the ingoing condition report, ensuring all carpets are professionally steam cleaned
- Failing to do so, we give permission for Melcorp Property to arrange their own contractors to clean and repair the property to the same standards as originally provided. The cost for the repairs/cleaning will be deducted from the bond
- Melcorp Property reserves the right to select a new tenant solely at its own discretion and is under no obligation to sign a new lease with any particular tenant

Signed by Tenant: _____

Received by: _____

Sign & Date: _____