



# **Vacating your rental property**

**HARRIS**

# The legalities

Once you have advised us you are vacating, you'll receive confirmation from your Property Manager, including further details regarding key return, final rent owing, final inspection expectations and bond refund process.

We will seek instructions from the owner of the property as to whether the property will be available for re-letting. If so, we will contact you to advise of advertising process, and to arrange appropriate times to conduct open inspections at the home. You are welcome to be present for each inspection, however if you are not available, we ask that any valuable items are stored securely. In some cases we may also need to arrange photography of the property for advertising.

All notification must be given in writing. The notice required will depend on the type of lease you have signed.

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## Periodic Lease

If you wish to vacate the property on a non-fixed term (periodical) lease, you are required to give a full 21 days notice in writing, or one calendar month if your rent is paid monthly.

## End of Fixed Term Lease

You are legally obliged to advise Harris Property Management in writing no later than the last 28 days of your lease that you will be vacating. However, we ask that you give the maximum amount of notice possible. This is so we can schedule in your final inspection, and give the landlord sufficient time to re-let the property. If we do not have confirmation from you whether you are vacating at the end of your fixed term lease in this time frame, we may need to issue Notice to Vacate to protect the landlords interests.

## Breaking a Fixed Term Lease

If you are on a fixed term lease agreement and need to vacate the property before the expiry of the lease, you must notify your property manager in writing as soon as possible. When notifying, please confirm the date you will be handing back possession of the property (we are unable to begin the process without a clear date). Once we receive a confirmed date, we will then be in contact with you to discuss the advertising process, and to confirm times to show prospective new tenants through the property.

## Lease Break Process

The tenant/s are responsible for:

- Paying rent until the day before a new tenancy begins. To mitigate the owner for any loss of rent arising from early contact termination, most tenants find it easier to continue to pay rent during the vacant period rather than accrue a rent liability
- Paying a portion of the advertising fees, subject to government guidelines and the Residential Tenancies Act
- Paying a portion of the letting fee, subject to government guidelines and the Residential Tenancies Act
- Ongoing upkeep of the property and gardens (if specified in your lease agreement) until the new tenant's lease commences
- Paying the difference of any rent reductions for the remainder of the original tenancy term

Please be assured that we will do everything we can to find a suitable tenant as quickly as possible to help minimise your cost, but please note we require a vacating date in order to begin the re-letting process. We endeavour to keep you informed throughout the process.

Due to their variable nature, we are unable to confirm any Break Lease costs until a new tenancy is secured.