

## Break Lease & Vacating Guide

### Breaking your Tenancy Lease Agreement

Once a lease is signed it is a legal & binding contract. Should you, the tenant, request to terminate your lease agreement early for any reason, you must notify Coolum Coastal Property in writing as soon as possible. The tenant must give a minimum of two clear weeks' notice in writing, using the Notice of Intention to Leave – [Form 13](#).

You will be responsible for costs involved with breaking the agreement (such as the reasonable cost of re-letting the property and advertising). You will also be responsible for compensation for loss of rent until another suitable tenant can be found or until the tenancy ends.

#### Early Termination Fees

- Letting Fee: 110% (one weeks rent + GST)
- Advertising: \$139.00

**All the above fees are payable immediately to start the process of advertising the property.**

- Rental payments should continue up until the day before a new tenancy commences.

### Vacating

Should you wish to end your tenancy upon completion of your lease agreement, you may do so by providing a completed [Form 13 – Notice of Intention to Leave](#) to Coolum Coastal Property, giving 14 days clear notice prior to the End Date of your Tenancy Agreement.

Please refer to your Tenancy Agreement for full details regarding your vacate responsibilities that you must ensure are completed.

All keys (including any copies made) are to be returned to Coolum Coastal Property to finalise your vacate.

Once you hand back your keys at Coolum Coastal Property with your [exit report](#) your Property Manager will conduct the exit inspection within 3 business days. Following the inspection, a report will be compiled and given to you, followed by a phone call, giving you the opportunity to fix any items that do not comply with the entry report, in the first instance should this be required. This would need to be done within a 24-hour period. The second inspection will incur a \$55.00 re-inspection fee.

Use of the "[Vacating Checklist](#)" is a valuable guideline to our agencies expectations in respect to the cleaning of the property. Final inspections are thorough. Tenants legally have only one chance to return to rectify any discrepancy. The owner has every right to expect their property to be returned to them clean and undamaged. We recommend that you engage a bond cleaner who provides a cleaning guarantee. This will save you additional costs if any cleaning issues are identified during final inspection.