

What are the steps for breaking my lease?

Property Address:



1. Put in a Form 13 Notice of Intention to leave form ASAP and send to your property manager.
2. Leave the property on, or before the proposed date.
3. Arrange a bond exit cleaner to do the cleaning, pest control if required and carpet clean if applicable. It's best to get this done professionally and try to get all of your bond back.
4. Take lots of photos of the property after cleaning has been done when you leave to show it was spick and span.
5. Fill and complete the exit condition report which you can fill out with your Property Manager or just fill it out on your own, Form 14a.
6. Once done send this form to your Property Manager.
7. Fill and complete the Refund of Rental Bond (Form 4).
8. Once you have completed the exit condition report and send to the Property Manager to sign to be lodged.