

TENANTS NOTICE TO VACATE

Please ensure all details are completed

DATE OF NOTICE..... RECEIVED BY:..... (Office Use Only)

PROPERTY ADDRESS:.....

NAME/S OF TENANT(S):

.....

CONTACT PHONE NUMBERS:(H) (W) (M)

Please Note: If your lease has expired, you are required to give a minimum of Three(3) weeks notice.
If Your Lease has not expired you are liable for break Lease fees & for the rent until the expiry of your lease or until a suitable tenant is approved to commence a new tenancy at the premises.

VACATING DATE..... HAS YOUR LEASE EXPIRED: ☐ Y ☐ N

DATE LIABLE UNDER AGREEMENT (Office Use Only)

SIGNATURE OF TENANT(S).....
(Please note that this form must be completed & signed by all tenants on the lease)

REASON FOR VACATING PROPERTY:.....

.....

ACCESS ARRANGEMENTS AUTHORISATION (FOR RE-LETTING PURPOSES):

OKAY TO INSPECT FROM DAY OF NOTICE ☐ Y ☐ N

IS IT OKAY TO USE OUR KEY TO GAIN ACCESS ☐ Y ☐ N

ANY FURTHER INSTRUCTIONS:.....

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It is our Policy that all inspections are carried out with a Property Manager in attendance – for the protection of you, your property and the rental premises do not allow unaccompanied inspections.

FINALISATION OF YOUR TENANCY IS SUBJECT TO A FINAL INSPECTION AT THE PROPERTY

DO YOU WISH TO ATTEND FINAL INSPECTION ☐ Y ☐ N

FINAL INSPECTION WILL BE CONDUCTED _____(DATE) _____(TIME) (Office use)

FORWARDING ADDRESS (MUST BE COMPETED FOR FASTER BOND RETURN)

STREET: TOWN:.....

POSTCODE: CONTACT PHONE NUBMER:.....

If you are entitled to a bond refund, and would like it deposited directly into a bank account please provide banking details below:

..... BANK BSB ACCOUNT NUMBER

..... ACCOUNT NAME BRANCH

VACATING TENANTS – (OFFICE USE ONLY)

PROPERTY ADDRESS.....

OWNERS NAME

OWNERS ADDRESS

OWNER CONTACT.....(H)(W).....(M)

CHECKLIST for Vacating Tenants

Initial Date

1) Letter verifying notice received and cleaning guide sent to tenant _____

2) Final inspection booked in _____

3) Tenant vacate date entered into computer _____

4) Owner contacted for instructions (via phone): _____

IS TENANT BREAKING LEASE?: YES / NO

BREAK LEASE FEES TO BE CHARGED: YES / NO

IS PROPERTY TO BE RELET YES / NO

SPECIAL INSTRUCTIONS/NOTES:.....

.....

5) Property put on Rental List (if applicable) _____

6) Owner advised of tenant vacating (letter) _____

7) Keys returned _____

8) Outgoing Inspection Conducted: _____

AMOUNTS OWING AT VACATE:

DETAILS:	TRADESPERSON:	AMOUNT DUE:	INV:
Rent to Vacate Date:			n/a
Break Lease & Letting Fee:			n/a
Water Reading at Vacate:_____	Unit of Usage to charge:		
Last Reading: _____ Date:_____	_____ x \$2.80		n/a
TOTAL OWING:			
LESS OVERPAID RENT/OTHER CREDITS:			
BALANCE OWING/(TO BE REFUNDED):			

9) Tenant has been contacted re: outstanding _____

10) Bond claim prepared and lodged _____

11) TICA registration (if required) _____

I - Tenants Notice to vacate