

Office Use: Date received

/ /

Received by: \_\_\_\_\_

## TENANT INTENTION TO VACATE THE PROPERTY

PROPERTY: \_\_\_\_\_

- 1) As per our tenancy agreement I/we \_\_\_\_\_ hereby advise that I/we wish to give notice to terminate the tenancy and will be vacating the above property by the \_\_\_\_\_.
- 2) Our Tenancy Agreement *has already expired* / *will expire* on the \_\_\_\_\_.
- 3) Best Contact Number for Access: \_\_\_\_\_ (We will contact you via sms to advise of inspection times for prospective new tenants to view the property during the last 14 days of your tenancy)
- 4) FORWARDING ADDRESS: \_\_\_\_\_
- 5) REASON FOR VACATING THE PROPERTY?: \_\_\_\_\_
- 6) DO WE HAVE YOUR PERMISSION TO INSTALL A 'FOR LEASE' SIGN OUT THE FRONT? YES / NO

I/we are aware that it is a requirement in accordance with legislation to give 14 days notice (fixed-term agreement) or 21 days notice (periodic agreement) prior to vacating, and if I/we fail to do this rent will be charged up until 14 days or 21 days after the receipt of this notice. We are also aware that this notice does not take effect until received by your Real Estate office.

Keys - All keys belonging to the property are to be returned to the office at 102 William Street, Bathurst before 5pm on the day of your vacate. Additional rent may be charged if keys are not returned by your vacate date, and any missing keys may be charged for. We provided a photocopy of the keys when you moved in as a reference, if you do not have this please let us know.

I/we agree that the premises may be offered for re-letting as from today's date and agree to allow access to Bathurst Real Estate to accompany any prospective tenants to the premises as per Clause 23.8 of the lease.

I/we agree to pay the rent up to and including the vacating date or until all keys are returned to the office whichever day is later. We will have the property clean and tidy as per the cleaning guide for your inspection. If further time is given after vacate date then I/we understand that a daily rate of rent will be charged

I/we are aware that our names will be recorded with your Tenant Database Agency if we leave the property with an outstanding debt to the agent or landlord.

I/we are aware that a for lease sign may be erected on the property.

- SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_
- SIGNED (Tenant 2): \_\_\_\_\_ Date: \_\_\_\_\_
- SIGNED (Tenant 3): \_\_\_\_\_ Date: \_\_\_\_\_
- SIGNED (Tenant 4): \_\_\_\_\_ Date: \_\_\_\_\_

By signing you confirm you have read and understand all of the above.

# VACATE NOTICE GIVEN – CHECKLIST

PROPERTY: \_\_\_\_\_

TENANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

WHO ACTIONED THIS CHECKLIST? \_\_\_\_\_

1. Move out date on PME \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

2. Is this a Break Lease? YES NO

If Yes—Tenant debt created? YES NO

3. File from Cabinet to Vacate Drawer YES

4. Final Inspection in Diary YES

Final Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Booked in with? \_\_\_\_\_

5. Phone call to owner date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- Re-letting property? YES NO

Rent \$ to be advertised \$ \_\_\_\_\_

For lease sign? YES NO

Pets ok? YES NO

Pet instruction? \_\_\_\_\_

LL email authority on file? YES

- If no, email sent to owner on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

LL declaration on file? YES

- If no, email sent to owner on: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Smoke Alarms: OWNER / SATS / 1300

If SATS/1300—booked in via website? YES N/A

If Owner—declaration form emailed? YES N/A

- declaration returned and scanned? YES N/A

Charging water? YES / NO / NOT SEP METERED

Job to plumber arranged YES NO

Pme Job ID #: \_\_\_\_\_

Date job sent \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Owner arranging own plumber? \_\_\_\_\_

New Certificate received? YES Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Certificate is scanned into PME against job: YES

6. Is a Pool present? YES NO

\* If YES—Cert of Rego in file? YES NO N/A

\* Cert of Compliance in file? YES NO N/A

- Compliance expiry date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. New front photo required? YES NO

Booked in with \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

New photo has been uploaded YES N/A

8. If on direct debit—email Janelle YES N/A

9. Overpaid rent held? YES N/A

10. Vacate Tracker YES

11. IRE—Uploader (if re-adverting) YES N/A

- Print brochure via REX YES N/A

- website link copied into IRE YES N/A

12. In PMe:

- Delete next RI date (property) YES

- Delete next rent review (tenant) YES

- Mobile # & forwarding address updated (place in postal address area) YES

13. Email to owner with summary of

above vacate details. YES

14. Tenants have been advised of IRE

inspections process YES

15. Tenant approved For Lease sign? YES NO N/A

16. Email to team with vacate details and cc Tayla if sign is needed YES

17. Is there any material fact to be

disclosed? YES NO

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_