

Vacating Tenancy Notice

Date: _____

Beere Property
301/5 Potter Street
Waterloo NSW 2017

To: The Property Manager

I/We _____

hereby give _____ days' notice to vacate the premises (minimum 14 days at the end of a fixed term or 21 days in a continuing agreement),

Unit _____ / _____.

I intend to vacate on _____.

I understand Beere Property will need to arrange prospective tenants to view the apartment to relet it. Inspections will be under strict supervision of Beere Property and only arranged between 8.30am and 5.30pm Monday to Friday, or 9am – 2pm on Saturdays. Beere Property will advise you about inspections in advance, knock loudly, and use the spare key if you are not home.

For your convenience Beere Property can arrange a quote for professional Cleaners to clean the property and shampoo the Carpets on your behalf. This means you simply remove your belongings and furniture and leave the rest to us. If you are interested in this service which we strongly recommend, please nominate the preferred date for the cleaning to be completed ____/____/____ and we will arrange a quote. Note Beere Property can arrange for the cleaning cost may be deducted from your Bond.

I understand that I have to vacate the premises and return all keys, swipe cards to your Property Manager on or before the date stated above.

I understand that the Bond held is not to be used for rent and that rent is to be paid update date upon vacating the property.

I understand any changes to the vacating date will incur an administration fee of \$25.00.

Yours faithfully

Signature(s)