



Real Estate

NOTICE TO VACATE

Date: / /

I/We (Full name of Tenants/s) _____

Of (Property Address) _____

hereby give notice to vacate the above-mentioned premises, which will be the _____ / _____ / _____.

I/We are aware that this notice must be given **14 days** prior to the end of the fixed term agreement or **21 days** prior to vacating on a continuing lease. I/We understand that if we fail to do this, rent will be charged up until **14 days** or **21 days** after receipt of this notice. I/We are also aware that this does not take effect until received by our Real Estate office and signed by all tenants.

I/We understand that all rent must be paid to and including the day we return all keys and remotes to the office. If keys/remotes are not handed in on the above date, we will incur additional rent due at a daily rate.

I/We will ensure that the premises will be left in a clean and tidy condition, in accordance with the Ingoing Condition Report (ICR), which is part of my/our Residential Tenancy Agreement.

I/We understand that if the property is not left as per the Ingoing Condition Report and on the above date, we will incur additional rent due, at a daily rate and possible cleaning/repair charges.

I/We also give permission for the Agent to show prospective tenants through the premises and to use the key if I am/we are not home. YES or Please call for access

I/We understand that our Real Estate Agent will advise us in writing of rent owed until the above date, and when our Outgoing Inspection will be conducted. I/We also understand (where applicable) we will be responsible for water on vacate.

Tenant 1: _____ Signature of Tenant: _____

Forwarding Address: _____

Contact Phone Number: _____

Tenant 2: _____ Signature of Tenant: _____

Forwarding Address: _____

Contact Phone Number: _____

Tenant 3: _____ Signature of Tenant: _____

Forwarding Address: _____

Contact Phone Number: _____

For **Bond** refund bank details:

Name on Account: _____

Bank: _____ BSB: _____ Account No: _____

VACATING CHECKLIST

Property Address: _____

Name of Tenant: _____

Forwarding Address: _____

_____ Phone: Mobile: _____

Date Vacating Form Received: __/__/__ Date Vacating Property: __/__/__

Phone/Email/Letter Landlord: Yes / No __/__/__

Property to be re-let. Yes / No Lease break? Yes / No

Has a Pet Been Kept at Premises? Yes / No With/Without permission Yes / No

Vacate date put into PropertyMe Yes / No __/__/__

Vacate date put into Diary Yes / No __/__/__

Add property to rent list/Website Yes / No __/__/__

'For Lease' sign up/hand out flyers Yes / No __/__/__

Does the property have a pool? Yes / No

Keys Returned – complete Yes / No __/__/__

Sign Out Complete Yes / No

BOND REFUND BREAK-UP DETAILS

Bond Number: _____ Bond Held: \$ _____ Paid to Date: __/__/__

Water Meter Reading-Vacate _____

Bank Account Details:

Name on Account: _____

Bank: _____ BSB: _____ Account No: _____

Tasks	W/O Sent To	Tenant Attending	Inv No	\$\$
Carpet Cleaning				
Other Cleaning				
Gardens				
Pest Control				
Water				
Key Cutting				
Repairs				
Rent Owing				
Total Deductions from Bond; \$				