



Office Use: Date received / /

NOTICE OF INTENTION TO VACATE THE PROPERTY

PROPERTY: _____

As per our tenancy agreement I/we _____ hereby advise that I/we will be vacating the above property by the ____ day of _____ 20 ____ (midnight).

Our tenancy agreement *has already expired / will expire* on the ____ day of _____ 20 ____

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

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

We acknowledge that keys must be returned to our office on or before 9.30am the following day of the above vacating date or we will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a To Let Sign (where applicable) and to show prospective tenants the property during the final 2 weeks. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that our names will be recorded with the Tenancy Information Centre of Australia if we fail to leave the property in good repair or vacate with an outstanding debt to the Agent or Lessor.

We request a REFUND OF RENTAL BOND TRANSFER OF BOND to:

Current day time number: _____

SIGNED (Tenant 1): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 2): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 3): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

REASON FOR VACATING THE PROPERTY: _____