



Formerly PRD Jens Gaunt

NOTICE TO VACATE

TODAY'S DATE: _____

PROPERTY ADDRESS: _____

TENANT/S NAME: _____

DATE TO VACATE: _____

(Minimum 28 Days)

RE-LETTING & ACCESS ARRANGEMENTS:

As part of the process of finding the next tenant you will receive notifications via Text & Email from the online service, Inspectrealestate.com.au of when inspections are scheduled at the property. We will use our office key for access.

Inspections to occur at any time, with Text & Email notifications 3 prior

We wish to have inspections as per the below times, with Text & Email confirmation:

FORWARDING ADDRESS:

WE ADVISE THAT THE RENT MUST BE PAID UP TO THE DATE YOU ARE VACATING AND / OR THE KEYS ARE RETURNED (WHICHEVER IS LATER).

THE BOND IS NOT TO BE USED AS RENT, USING BOND AS RENT IS ILLEGAL AND CAN INCUR A SUBSTANCIAL FINE.

Signed: _____

Received By: _____

(For PRD Nationwide Ballarat)

VACATING CHECKLIST

VACATE DATE: ___/___/___

ADDRESS: _____

TENANTS: _____

- PM:** Receive notice in writing
By: _____ Date: _____
- PM:** Enter vacate & availability date on Console & Check contact details of tenant
By: _____ Date: _____
- PM:** Contact owner
By: _____ Date: _____
- PM:** Send confirmation letter or email to landlord
By: _____ Date: _____
- PM:** Contact tenant & arrange Pre-vacate/Coming soon inspection
By: _____ Date: _____
- PM:** Send confirmation letter & bond claim form to tenant
By: _____ Date: _____
- PM:** Enter property on Mydesktop & book CS/PV inspection & emailed to Tiarne
By: _____ Date: _____
- PM:** Print out bond claim form & copy of keys in vacate envelope at reception
By: _____ Date: _____
- PM:** Check keys & photos
By: _____ Date: _____
- PM:** Re-advertise property on Mydesktop & charge TENANT OWNER or emailed Tiarne
By: _____ Date: _____
- PM:** Order for lease board & check on Vacancy
By: _____ Date: _____
- PM:** Remove DD once rent is paid to vacate
By: _____ Date: _____
- PM:** Tenant handed keys & carpet receipt in
By: _____ Date: _____
- PM:** Vacate inspection conducted & notes entered into Console
By: _____ Date: _____
- PM:** Owner updated re: final inspection
By: _____ Date: _____
- PM:** Tenant sent back for additional cleaning YES NO
By: _____ Date: _____
- PM:** Second inspection conducted if applicable
By: _____ Date: _____
- PM:** Bond claim form sent to RTBA once approved by owner
By: _____ Date: _____
- PM:** Routine inspection changed to final (recurrence deleted) & property made in active
By: _____ Date: _____