

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 \_\_\_\_ (5pm).

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 the 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.

I/We authorise you to erect a For Lease (where applicable) and allow the agent to show prospective tenants the property. I/We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. I/We will have the property clean and tidy as per the cleaning guide for your inspection.

I/We are aware that our names will be recorded with the TICA (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.

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

### BANK DETAILS FOR REFUND OF RENTAL BOND

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

PLEASE NOTE our bonds are now lodged online where possible. Please ensure we have your email address and bank details to ensure your bond is refunded to you promptly.

REASON FOR VACATING THE PROPERTY: \_\_\_\_\_