

## NOTIFICATION OF INTENTION TO VACATE

Tenant/s Name:		
Rental Property Address:		
Vacate Date:		
Forwarding Address:		
Contact No: Home:	Work:	Mobile:
Email address:		Fax no:

## RESIDENTIAL

□ 21 DAYS NOTICE (FIXED TERM LEASE HAS EXPIRED)

□ 14 DAYS NOTICE (FIXED TERM IS DUE TO EXPIRE)

- I/We hereby agree to return keys to the agent by 5pm on the nominated vacate date. Should keys not be returned on time an daily occupation rate (equivalent to a days rent) will be changed until keys are returned;
- I/We hereby agree to continue to pay rent up to and including the vacate date and not use the Rental Bond for such payments;
- I/We hereby acknowledge that our bond will not be release until after a satisfactory 'final inspection' is carried out by the Agent and it is deemed that all rent, water usage and any cleaning and/or repair costs (if any) associated with our vacate are paid for;
- I/We hereby agree to supply to the Agent a carpet cleaning receipt as evidence of carpets being cleaned;
- I/We hereby agree to supply to the Agent a flea treatment receipt as evidence of a pest treatment being carried out (if I had pets at the property);
- I/We hereby agree to remove any grass cuttings and pruning from the property prior to vacating;
- I/We hereby agree to empty all waste and recycle bins prior to vacating;

□ BREAK OF LEASE (LEASE EXPIRY DATE \_\_\_\_/\_\_\_)

- I/We hereby agree to pay rent until a suitable tenant is found;
- I/We hereby agree to reimburse the Landlord for any expenses normally incurred at the change over of a tenancy;

## COMMERCIAL / INDUSTRIAL / RETAIL

□ 30 DAYS NOTICE (FIXED TERM LEASE HAS EXPIRED)

- I/We hereby agree to return keys to the agent by 5pm on the nominated vacate date. Should keys not be returned on time an daily occupation rate (equivalent to a days rent) will be changed until keys are returned;
- I/We hereby agree to continue to pay rent up to and including the vacate date and not use the Rental Bond for such payments;
- I/We hereby acknowledge that our bond will not be release until after a satisfactory 'final inspection' is carried out by the Agent and it is deemed that all rent, water usage and any cleaning and/or repair costs (if any) associated with our vacate are paid for;

□ BREAK OF LEASE (LEASE EXPIRY DATE \_\_\_\_/\_\_\_)

- I/We hereby agree to pay rent until a suitable tenant is found;
- I/We hereby agree to reimburse the Landlord for any expenses normally incurred at the change over of a tenancy;