

NORTH WEST REAL ESTATE & LIVESTOCK

NWRE Pty Ltd

t/as North West Real Estate & Livestock

ABN: 97 606 100 494

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NOTICE TO VACATE

Notice Details			
Property Address			
Proposed Vacate Date		Date Notice Given	

Tenant Information			
Tenant 1			
Surname		Given Name/s	
Home Number		Work Number	
Mobile Number		Email	
Forwarding Address			
Surname		Given Name/s	
Home Number		Work Number	
Mobile Number		Email	
Forwarding Address			
Bank Details:			
BSB:		Account No:	
Name:			

Declaration	
I/ we submit written notice to vacate the premises as detailed in this Notice to Vacate. I/We acknowledge that I/ We have received a Vacate Fact Sheet and understand that I/We are responsible for payment of rent and care of property until the keys and property are returned to North West Real Estate & Livestock in the condition in which it was received.	
Signed: _____	Date: ____/____/____
Signed: _____	Date: ____/____/____

Office Use			
Received By		Rent Paid to	____/____/____
Landlord Notified	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Written Notice
Comments			

Vacating Notes / Fact Sheet

If you are wanting to vacate your property you must provide written notice, this notice can be posted, faxed, emailed or hand delivered provided acceptable notice periods have been allowed for. Your notice MUST be in writing or complete our Notice to Vacate Form.

Notice Periods

- ☐ If you want to vacate at the end of your lease you must provide 14 days written notice
- ☐ If you are on a continuing lease you are required to provide 21 days written notice
- ☐ If you wish to vacate during the term of your lease you are responsible, not only for payment of rent but also the care of the property until the end of your lease or until a suitable tenant is sourced. A break lease fee maybe imposed.
- ☐

After you have given sufficient notice to vacate you are required to continue paying rent and maintaining the property until your vacate date and you have returned your keys.

If you have repairs and/or maintenance during the period please ensure that you notify our office. Approximately one (1) week before you provide vacant possession contact the office so a suitable time can be made to hand back the keys, finalise all accounts and arrange a final inspection.

CLEANING

The property must be returned in the same, or better condition than it was received. Please use the checklist as a guide to ensure that nothing is missed. Should the cleaning, internal and external, not be up to standard, we will arrange for a cleaner to complete the job and the cost of this will be charged to you or deducted from your bond.

FINAL INSPECTION

You can choose to be present at your final inspection if you so wish, however, it is important to note that you will need to be flexible and fit in with the property manager who is completing the inspection. The final inspection will be conducted as soon as practically possible after the date of vacant possession.

After the final inspection of your property and it is in a satisfactory condition, and all monies owed have been settled we will refund your bond to you. Please provide your bank account details for your bond refund. Your bond will not be released if you owe money and/or any works are required to the property.

Vacant Checklist for Tenants

This checklist should be used as a guide only, please refer to your initial entry condition report to ensure that the property is in the same order.

Item	Task	Completed
Stove	Ensure that you clean all components of the grill, oven racks and elements (on the stove). For freestanding stoves/ovens please slide out from the wall and clean behind and underneath. Ensure all elements are in working order	<input type="checkbox"/>
Range Hood	Clean thoroughly including filters	<input type="checkbox"/>
Bathroom	Ensure all soap, powder and mildew are cleaned off all sinks, baths, toilet/s, shower/s, screens and tiles	<input type="checkbox"/>
Hard floors and skirting boards	Must be free from dust, mopped and/or wiped clean	<input type="checkbox"/>
Cobwebs	Ensure all cobwebs are cleaned from property both internally and externally	<input type="checkbox"/>
Windows	Thoroughly clean all glass, sills and tracks inside and out. Vacuum all tracks to remove dust, lint and insects	<input type="checkbox"/>
Walls/Ceilings	Thoroughly wash ensuring all marks are removed (use hot soapy water, sugar soap and elbow grease), do not spot paint!!	<input type="checkbox"/>
Air Conditioner Vents	Thoroughly wash, use hot soapy water	<input type="checkbox"/>
Fire Place	Remove all ash, clean out box and clean glass	<input type="checkbox"/>
Car Accommodation	All cobwebs to be removed, walls to be cleaned, all grease/oil to be removed (this will usually require a high pressure cleaner)	<input type="checkbox"/>
Carpets	Carpets must be cleaned and a receipts provided to North West Real Estate & Livestock.	<input type="checkbox"/>
Pest Control	If you have had pets (including outside pests), you will need to have the property sprayed for pets and a receipt provided to North West Real Estate & Livestock.	<input type="checkbox"/>
Curtains	Must be cleaned, if your curtains are old and deteriorated please consult your Property Manager at North West Real Estate & Livestock before laundering. Other terylene and cotton curtains are to be laundered, heavy back curtains must be dry cleaned only.	<input type="checkbox"/>
Lights	Ensure all fittings, shades and switches have been cleaned thoroughly, including the removal of any cobwebs and insects. Replace non-working bulbs where necessary.	<input type="checkbox"/>
Lawns/Gardens	To be mowed, edges trimmed, weeded and tidy. Ensure all green waste is disposed of appropriately.	<input type="checkbox"/>
Rubbish	All rubbish must be removed from the property. What does not fit in the rubbish bin (with the lid closed) needs to be removed as Council will not pick up with the lid open. If the bin is not emptied a minimum fee of \$30.00 will be charged to you. PLEASE NOTE COUNCIL MAXIMUM WEIGHT FOR RUBBISH IS 49KGs!!	<input type="checkbox"/>
Pool	All chemicals must be balanced by a professional pool service company and a receipt provided to North West Real Estate & Livestock. The pool must be clean, with all leaves etc. removed	<input type="checkbox"/>
Broken Items	Any items that have been broken or damaged must be replaced or adequately repaired	<input type="checkbox"/>
Phone	Must be disconnected	<input type="checkbox"/>
Power	Must be disconnected	<input type="checkbox"/>
Mail	Must be re-directed	<input type="checkbox"/>