

NOTICE TO VACATE

Today's Date: _____ Property Address: _____

Tenant/s name/s: _____

Mobile/s: _____ Home: _____ Work: _____

Forwarding address: _____

Bank Details for refund of bond: Bank _____ Branch _____

Acc Name _____ BSB _____ Acc _____

Notice Given (please circle)

End of Periodic Lease Agreement
(21 days' notice required)

End of Fixed Term Lease
(14 days' notice required)

Break Lease

Date Vacating: _____

Reason for leaving property: _____

Your Property Manager or a member of our office will be in contact with you to arrange a pre-vacate inspection, which is designed to ensure a smooth and hassle free end to your tenancy and to ensure you understand your obligations and the vacate procedure. We will also be in contact to arrange mutually suitable time/s to conduct inspections to show prospective tenants through the property. Under the Residential Tenancy Act 2010, you (the tenant) must allow the premises to be shown to prospective tenants on a reasonable number of occasions if the tenant is given reasonable notice on each occasion.

I/We understand I/We will still be responsible for the following until keys are returned:

- Payment of rent
- General cleaning and maintenance of the property and grounds
- All keys to the property must be returned on the vacate date specified in this notice to Elders Real Estate at 70 Pound Street, Grafton – rent will be charged for each day keys are late.

Once keys are returned, you will be deemed as being satisfied with the condition of the property (including but not limited to cleanliness, state of repair, lawns & gardens). Any cleaning, repairs or other associated costs which are not wear and tear related and differ from the ingoing condition report will be discussed with you. If not rectified immediately, any outstanding items will be organised by us on your behalf and paid for using the bond held on the property.

I/We agree to the above;

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Tenant name: _____ Signature: _____

Property Manager: _____ Signature: _____