

TO BE USED IF THE FIXED TERM PORTION OF THE LEASE HAS EXPIRED OR IF IT IS ABOUT TO EXPIRE

NOTICE TO VACATE

All notices to vacate will ONLY be accepted in WRITING.

If your lease has expired, 21 days WRITTEN notice is required

If you are vacating at the end of your tenancy,
14 days WRITTEN notice is required prior to the expiry of the Agreement

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND RETURN

NAME/S: _____

PROPERTY ADDRESS: _____

INTENDED VACATE DATE _____

FORWARDING ADDRESS: _____

CONTACT NUMBER/S: _____

BSB NO.: _____ ACCOUNT NO.: _____

ACCOUNT HOLDER'S NAME: _____

REASON FOR VACATING: _____

PLEASE READ

- A. Vacate notice must be in writing and the required amount of notice must be given.
- B. All keys are to be handed into our office **by 5:30 pm** i.e. close of business of the date that you are vacating.
- C. You are liable for the payment of rent until all keys are returned to this office.
- D. It is our office policy that all cleaning is to be completed prior to vacating the premises, and if carpets are soiled, marked or stained they are to be **professionally steam cleaned**.
- E. Permission is given to the Agent to show the premises during the last 14 days of your notice period.
- F. Would you like to be present during the final inspection? **Yes** **No**
- G. **All signatories to the original Lease Agreement must sign this Notice to Vacate. Without all signatories this notice is not valid**

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____