

# Notice Of Intention To Vacate

Name Of Tenant

Address Of Property To Vacate

Under the terms and conditions of my/our lease, I/we wish to give \_\_\_\_\_ days notice from the above date of my/our intention to vacate the above premises on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

On this day I/we will hand all keys to your office. I/we understand rental will continue until all keys are returned.

I/we are aware that all venetian blinds, light fittings, stove (including griller and oven), floors, walls, shower recess, bath tub and toilet MUST BE LEFT IN GOOD ORDER AND CLEAN, fair wear and tear accepted, otherwise deductions may be made from my/our bond.

## CONTACT DETAILS

My/Our Forwarding Address

### I/we may be contacted on:

Email

Home

Work

Mobile

- There IS / IS NOT a deadlock on the door of the premises.
- The locks have been changed.

### For the purpose of showing prospective lessees I authorise you to:

- Make an appointment       Use office key
- Other \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE

Notice received	/	/	Check notice is correct
Check lease expiry date	/	/	Enter proposed vacating date
Acknowledgement notice	/	/	Current rent
Landlord advised	/	/	Asking rent
Prevacating letter to tenant	/	/	Listing prepared
Special instructions			

Please fax or deliver completed forms to our office.

T 8448 1200 | F 9411 2765  
75 Archer Street Chatswood NSW 2067



### Inspections

Inspections by prospective tenants are by appointment during business hours Monday to Friday and on Saturday between 10am and 1pm. (Clause 9.7)

All inspections are carried out in the company of one of our staff.

### Rent

Rent must be paid up to and including the date of expiration of the notice or, the day all keys are returned to our office, whichever is the later. If you are paying your rent by cheque, please pay at least 5 days prior to vacating to allow for clearance of the cheque.

Rent money cannot be deducted from the bond.

### Keys

All keys are to be returned to our office including - security keys, swipe cards, door and deadlock keys, garage keys and letter box keys. Out of business hours, keys may be put in our letterbox.

### Final Inspection

The final inspection of the property cannot be carried out until all of the keys are returned.

Inspections are carried out Monday to Friday during business hours and will normally be done as soon as possible after keys being returned.

Please contact us as soon as keys are returned to arrange a time / appointment for the final inspection. It is not necessary for you to be present but it is recommended.

### Condition

The premises must be left in a clean and tidy condition which is up to our standards.

Please pay particular attention to oven and grillers, bathrooms, venetian blinds, windows, carpets, skirting boards, cobwebs and balconies. If light shades have been removed, they must be put back.

If you need assistance in finding a suitable cleaner or carpet cleaner please call your property manager.

For a house, your responsibility includes, mowing lawns and weeding gardens etc

If applicable the pool must be clean and the surroundings tidy and clear of leaves and weeds.

### Your Forwarding Address

Please make sure we have your new / forwarding address for your bond to be returned. It is your responsibility to organise a mail re-direction order with the Post Office.

### Electricity, Gas, Telephone, Foxtel & Other Services

Disconnection and final reading must be arranged by yourself. Final accounts will be sent to you directly from the respective authorities.

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