

Office Use: Date received / /

## NOTICE OF INTENTION TO VACATE THE PROPERTY

PROPERTY: \_\_\_\_\_

As per our tenancy agreement I/we \_\_\_\_\_ hereby advise that I/we will be vacating the above property by the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (midnight).

Our tenancy agreement *has already expired / will expire* on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

We are aware that **28 days notice** is required prior to the end of your tenancy agreement (this notice can be given up to and including the last day of the fixed term of the tenancy agreement). If it is a fixed term tenancy agreement, the end date of the notice cannot be before the end date of the agreement. We are also aware that this notice does not take effect until received by our Real Estate office and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

We acknowledge that keys must be returned to our office on or before 9.30am the following day of the above vacating date or we will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a To Let Sign (where applicable) and to show prospective tenants the property during the final 2 weeks. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that our names will be recorded with NTD – National Tenancy Database if we fail to leave the property in good repair or vacate with an outstanding debt to the Agent or Lessor.

We request a  REFUND OF RENTAL BOND  TRANSFER OF BOND to:

Current day time number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 2): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 3): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

REASON FOR VACATING THE PROPERTY: \_\_\_\_\_