VACATE NOTICE

Address: _____

Tenant: _____ Phone No: _____

Email: _____

Bank Details:

BSB:

Account:

Bank:

I/We hereby give notice that we will be vacating the property on: _____

I/We acknowledge and agree to pay all rent up to the date the keys and remotes are returned OR if the term of the tenancy agreement has not expired, until another tenant leases the property OR the term expires, whichever comes first.

I/We acknowledge that I/we are currently paid to: _____

I/We acknowledge that in preparing to vacate the premises, I/we will ensure that the premises are left clean as outlined in the 'Cleanliness on Vacating the Premises' form provided.

I/We agree that a vacate inspection will be carried out on the vacate date above or may be carried out prior to this date by arrangement with our property manager.

Forwarding address: _____

I/We acknowledge that a final vacate inspection cannot be carried out while there is furniture left on the premises. I/We will call at your office to sign the Bond Claim Form when the inspection has been completed. I/we understand that the refund may take up to two (2) to three (3) weeks to be received.

Please Note: You must contact your electricity, phone and internet provider to arrange disconnection and advise Australia Post of your forwarding address.

_____   _____
Tenant Signature   Date

PO Box 224
Mudgee NSW 2850
Ph: (02) 6372 2222
F: (02) 6372 2222
thepropertyshop.com.au
rentals@thepropertyshop.com.au

OFFICE USE ONLY

1. Vacate date entered in REST ☐ Date:_____ Initial: _____

2. Owner contacted ☐ Date:_____ Initial: _____

3. Instructions from Owner Rent again: _____ Rent Increase: _____

4. Added to vacant list and internet ☐ Date:_____ Initial: _____

5. Vacate inspection booked ☐ Date:_____ Initial: _____

6. Email to tenant with Entry Report
    & confirming vacate inspection date ☐ Date:_____ Initial: _____

7. For Lease sign erected ☐ Date:_____ Initial: _____

8. All keys/remotes returned and checked ☐ Date:_____ Initial: _____

9. Property inspected ☐ Date:_____ Initial: _____

10. Water meter reading _____ ☐ Date:_____ Initial: _____

    Tenant Invoiced $_____ Yes / NA Initial: _____

11. Tenant Works Required ☐ Date:_____ Initial: _____
    (Before Bond Returned)

    Outstanding Repairs:

    1._____ Completed: _____

    2._____ Completed: _____

    a. Tenant to arrange ☐ Date:_____ Initial: _____
    b. PM   arranged ☐ Date:_____ Initial: _____
    c. Reinspected ☐ Date:_____ Initial: _____
    d. Fee to be deducted from bond $_____ Yes / NA Initial: _____

12. Outstanding invoices paid ☐ Date:_____ Initial: _____

    a. Water to vacate paid $_____ ☐ Date:_____ Initial: _____

    b. Rent paid to vacate $_____ ☐ Date:_____ Initial: _____

13. Bond Refunded ☐ Date:_____ Initial: _____

    a. Tribunal Application submitted ☐ Date:_____ Initial: _____
    b. Date of hearing ☐ Date:_____ Initial: _____
    c. Results filed ☐ Date:_____ Initial: _____

NOTES: _____

_____

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CLEANLINESS ON VACATING THE PREMISES

On the conclusion of tenancy, the tenant is to leave the property in a clean and tidy condition and pay particular attention to the following:

Please tick the following on completion and leave at the premise when vacating

- ☐ Floor coverings – professionally cleaned if necessary

- ☐ Stove, oven, griller and drip trays and behind the stove to be cleaned

- ☐ Exhaust fans/filters to be removed and cleaned

- ☐ Air-conditioning filters to be cleaned

- ☐ Venetian blinds to be cleaned

- ☐ Windows, window sills and window tracks to be cleaned

- ☐ All cupboards to be cleaned inside and out

- ☐ Marks to be removed from walls

- ☐ All light fittings, ceiling fans and skylights to be cleaned

- ☐ All floors to be cleaned

- ☐ Cobwebs are to be removed

- ☐ Lawns to be mown and edges trimmed

- ☐ All grounds and garden beds to be weed free

- ☐ No rubbish to be left on the premises

- ☐ Attention should be paid to the bathrooms, toilets, bathroom cabinets, shower recess is to be scrubbed, mould and mildew removed, shower screens and curtains to be thoroughly cleaned

- ☐ Driveways, carports and all concrete areas to be free from oil and grease and all stains to be removed

Please Note: You must contact your electricity provider to schedule your disconnection after the final inspection has been completed. Where applicable you must also contact Australia Post to advise your forwarding address. You must also contact you phone and internet provider to arrange disconnection.