

## Notice to Vacate

Today's Date:

Property Address:

Tenant/s Names:

Vacate Date:

Vacate Reason:

## Current Contact Details

Name:

Work Phone Number:

Email Address:

Mobile Phone Number:

## Bank Account Details for Bond Refund

Name of Account:

BSB:

Account Number:

### Please Initial to Acknowledge the Following:

- An ongoing inspection will be conducted within reasonable time and extra rent charged if keys are not received before 10am on the vacate day.
- Tenants have received a copy of the final inspection guide and will use this to prepare the premise for final inspection.
- It is the tenant's responsibility to book an appointment time for the final inspection at least **three (3) days** prior to the vacating date. Should tenants not nominate an allocated time our Property Manager is therefore authorised to conduct the final inspection.
- Where applicable the water meter will be read and the final account calculated.
- The lease agreement states tenants are required to give reasonable access to prospective tenants, the leasing consultant will contact you to organize a time.

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

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

### OFFICE USE ONLY:

**PM:** \_\_\_\_\_ **CURRENT RENT P/W: \$** \_\_\_\_\_**NEW RENT P/W: \$** \_\_\_\_\_**LETTER TO OWNER:** \_\_\_\_\_**COMPLETED BY:** \_\_\_\_\_