

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	

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 organise a time.

Signature/s: _____ Date: _____

Forwarding Address: _____

Office Use Only

PM:	Current Rent P/W: \$	New Rent P/W: \$
Letter to Owner:	Completed by:	