

NOTICE TO VACATE



Today's Date	
Property Address	
Tenant/s Names	
Vacate Date	
Vacate Reason	

Current Contact Details

Name	
Work Phone no.	
Mobile no.	
Email Address	

Bank Account Details for Bond Refund Note: If you have a bond account with the rental bond board, we are unable to modify your account details.

Name of Account	
BSB	
Account Number	

Please Initial to Acknowledge the Following:

- An outgoing inspection will be conducted within reasonable time and extra rent charged if keys are not received before 10am on the vacate date.
- Tenants have received a copy of the final inspection guide and will use this to prepare the premise for the 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 Tenancy 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		
TM:	Current rent p/w: \$	New rent p/w: \$
Macpro:	Letter to owner:	Completed by: