

# shared tenancy NOTICE TO VACATE



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

## Current Contact Details

Name		Name	
Work Phone no.		Work Phone no.	
Mobile no.		Mobile no.	
Email Address		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:

- Joint or shared tenancy is the term used to describe when a lease is in the name of more than one adult person. Each person named on the lease would have been present at lease sign-up time.
- Each person named on the lease as a joint/shared tenant are legally responsible for the progress of the lease. This means that each one is individually responsible for meeting all obligations of the tenancy including paying rent, paying water usage charges and the general care and upkeep of the property. If one joint/shared tenant breaches the agreement, Fitzpatricks can take action against all parties.
- A joint/shared tenancy does not end upon completion of this Notice to Vacate form or by simply telling the office. This notice is an alert to us of a pending change. The only way a tenant can be taken off the lease is by another lease being signed to override the original agreement. Until a new lease and shared tenancy bond form have been signed, the original lease is still the legally binding document.
- Bond remains against the property until all tenants either fully vacate the property or until a shared tenancy bond change form has been signed by all remaining tenants. At no time is the bond released directly to the vacating tenant. If you are seeking a refund of your portion of bond, you must arrange this directly with the shared tenants. It is not Fitzpatricks responsibility to do so.
- If you require further guidance, please do not hesitate to contact your Tenancy Manager. Fitzpatricks will not be held responsible for arranging a new lease to remove the vacating tenant from the original agreement. That responsibility falls with the tenant leaving to instigate.
- Fitzpatricks will help guide you to resolve any disputes with joint/shared tenants, however if a dispute cannot be resolved we suggest you seek your own independent advice. A reminder – at no time can rent be stopped on the property until a new lease agreement has been entered into to override the old lease.

Tenant Signature/s: \_\_\_\_\_ Date \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Office Use Only		
TM:	Current rent p/w: \$	
Macpro: Vacate entered <input type="checkbox"/> Yes <input type="checkbox"/> No	Res for lease email sent: <input type="checkbox"/> Yes <input type="checkbox"/> No	Completed by: