

Office Use: Date received / /

CONFIRMATION OF VACATING – TENANCY

PROPERTY: _____

Tenant reason for vacating: _____ **OR** Owner has requested possession

I/we (Tenant Name/s): _____

give notice that I/we intend to deliver vacant possession of the above property on the: _____ / _____ / _____.

Our tenancy agreement *expired/expires on the*: _____ / _____ / _____

I/We are aware that we are required to provide 14 clear days notice to vacate. If we fail to do this we understand that rent will be payable for the notice period. Please note: Notice periods do not include the first and last day therefore effectively 16 days is required.

I/We are aware that this notice does not take effect until received by the managing agent and signed by all lease holders. We are aware that rent will be payable up to the lease expiry including the notice period.

I/We acknowledge that **keys must be returned to our office before 10:00am on the above vacating date**. I/we advise that I/we will on this day deliver to your office all keys in our possession, including any duplicates. If you fail to return keys by 10:00am on this date, rent will be payable for the following day or up to the day all keys and remotes are returned to our office.

I/We agree to have the property completely vacated by the above date and have the property clean and in a condition as per the cleaning guide and original property condition report for your inspection. The owner/agent is not in a position to allow the tenant/s to return to the property to attend to any found discrepancies after vacant possession has been provided for insurance reasons.

I/We also agree to leave the Electricity and Gas services connected to the property for a minimum of 7 days after returning keys to our office, or until the bond has been finalised, whichever comes first. This enables the owner/agent to conduct the final inspection thoroughly, check electrical appliances and attend to any discrepancies when comparing to the ingoing Condition Report as required prior to the finalisation of the bond.

I/We, further acknowledge that failure to do so may result in me/us incurring additional costs and protraction of time frames should the use of accessory power such as generators and/or the reconnection and disconnection of these services be required for the purpose of cleaning and/or tradespeople to conclude the vacating process.

Please complete the below sections in full prior to returning the notice to our office.

SIGNED (Tenant 1): _____ Date: _____

Forwarding Address: _____

Mobile: _____ Email: _____

Bank Details for any overpaid rent refunds (if applicable): Account name: _____

BSB: ___ ___ ___ / ___ ___ ___ ACC: _____

SIGNED (Tenant 2): _____ Date: _____

Forwarding Address: _____

Mobile: _____ Email: _____

Bank Details for any overpaid rent refunds (if applicable): Account name: _____

BSB: ___ ___ ___ / ___ ___ ___ ACC: _____

SIGNED (Tenant 3): _____ Date: _____

Forwarding Address: _____

Mobile: _____ Email: _____

Bank Details for any overpaid rent refunds (if applicable): Account name: _____

BSB: ___ ___ ___ / ___ ___ ___ ACC: _____