

# VACATE NOTICE

Property Manager: \_\_\_\_\_



Notice Received:     /     /	Date Vacating:     /     /	Lease Break:   Y / N
Property Address:		
Tenant Name/s:		
<input type="checkbox"/> Contact Owner	Owner Name:	Date :     /     /
New Rental Amount \$	Key Number:	
Advertise :   ASAP / Lost	Charge Advertising :   Tenant / Owner / No	

Enter vacate date in Property Me	Initial	Send 'Tenant Vacating – Tenant' email	Initial
Schedule outgoing in Outlook calendar	Initial	Send 'Owner – Tenant Vacating' email	Initial
Organise professional photographs	Initial	Send 'For Lease' email to team	Initial
Upload to MyDesktop	Initial	Bond claim form printed from RBO	Initial

Keys returned : Date     /     /	Initial	Complete outgoing inspection	Initial
Call or email owner with vacate report	Initial	Bond claim submitted electronically / paper	Initial

Deduction Breakdown	
Bond Held	\$
- Rent Owing	\$
- Water Invoice	\$
- Existing Water Invoice	\$
- Letting Fee	\$
- Advertising	\$
- Cleaning	\$
- Repairs	\$
- Garden	\$
- Other	\$
= Total Deductions	\$
= Tenant Receiving	\$
Still Owing Over the Bond	\$

**Final Water Consumption Calculation:**  
 (Current water meter reading) minus (previous water meter reading on most recent water rates) multiplied by (current charge rate) equals (final water invoice amount)  
 Example : 2467 – 2285 x 1.41 = \$256.62  
 \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Tradesman:	
Tradesman:	
Tradesman:	
Tradesman:	

Write tenant reference in Property Me	Initial
Archive tenant in Property Me	Initial
List on TICA after NCAT orders made	Initial

# VACATE NOTICE FORM



Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Address: \_\_\_\_\_

Tenant/s Name: \_\_\_\_\_

Please be advised that I/we hereby give 21 days notice to vacate the above property as we are in a periodic lease agreement, or we hereby give 14 days notice to conclude on the last day of our fixed term lease agreement.

We are aware that if we decide to withdraw this notice to vacate that we will be responsible for the full advertising charge of \$180.00 (including GST).

Date Vacating: \_\_\_\_/\_\_\_\_/\_\_\_\_ (please note: this date cannot be a weekend or public holiday)

Reason for Moving: \_\_\_\_\_

We agree to allow prospective tenants through the property prior to vacating.

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

Please provide your bank account details for any refunds that are due:

Name: \_\_\_\_\_ Bank: \_\_\_\_\_

BSB: \_\_\_\_\_ Acc #: \_\_\_\_\_

Signature/s: \_\_\_\_\_

## Lease Break

I/We acknowledge that by breaking our fixed term lease agreement, we are responsible for continuing to pay the rent up until the day before a new tenants lease commences and/or until the end of my fixed term agreement (whichever comes first). I/We also acknowledge that we are responsible for paying advertising and re-leasing fees incurred by the owner. Please contact your property manager for more information regarding specific fees.

Signature/s: \_\_\_\_\_