

# TENANT NOTICE TO VACATE FORM

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

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

As per our tenancy agreement I/We \_\_\_\_\_

Our tenancy agreement has expired/will expire on the \_\_\_\_\_

- I/We are aware that this notice does not take effect until received by our real estate and signed by all tenants on lease agreement.
- I/We are aware that this notice must be given 14 days prior to vacating and if we fail to do this rent will be charged in accordance with the legislation for the requirement notice period will be vacating by \_\_\_\_\_/\_\_\_\_\_2018: **(ENDING A FIXED TERM AGREEMENT** . The notice may be given at any time up until the **end of the fixed term but cannot take effect until the term ends.**
- I/We are aware that this notice must be given 21 days prior to vacating and if we fail to do this rent will be charged in accordance with the legislation for the requirement notice period will be vacating by \_\_\_\_\_/\_\_\_\_\_2018 **(ENDING A PERIODIC AGREEMENT THIS IS ON A CONTINUE/ EXPIRED LEASE AGREEMENT** and the tenant must give at least 21 days notice. (The notice is counted from the following day that we receive the form)
- I/We are aware that rent will be charged up to and including the day we return ALL keys/remotes to the office. The keys must be returned to the office ON the above vacating date by 5:00pm or we will incur additional rent at a daily rate. I/We will hand to your office the all the keys in our possession, including any keys that we may have duplicated.
- I/We agree that the Final Inspection will be subject to be scheduled in accordance with when the keys/remotes are handed back to agent. The tenant is encouraged to attend as this is the ONLY availability they'll have to attend to outstanding matters.
- I/We agree to have the property completely vacated by the above date. This includes having the property as per our ingoing condition report and **NO PERSONAL ITEMS** to be left behind including on the council strip for pick up.
- I/We authorise your office to erect a For Lease Sign immediately after this notice is received and understand that Open House Inspections will be conducted on Saturdays at times to be advised by the agent. *(Residential Tenancy Agreement: Clause: 23.8 to show the premises to prospective tenants on a reasonable number of occasions if the tenant is given reasonable notice on each occasion (this is only allowed during the last 14 days of the agreement)*
- I/We are aware that if we vacate the property owing money in excess of the bond or if tribunal order is made for a repeated breach or object able behaviour, our names will be blacklisted with TICA and/or any other tenancy database once the tenancy as ended.
- I/We understand that if we choose to withdraw this notice a new notice in writing with an additional 21 days will be required.

Tenant Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Sign: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Sign: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_