

Tenant notice of Intention to Vacate



Use this form to provide written notice of your intention to vacate your rental property. Please refer to page 33 of "Renting a home – A guide for tenants" or visit www.consumer.vic.gov.au to view the minimum amount of notice required.

Today's Date	Vacate Date	Date Received:	OFFICE USE ONLY
Property Address			
Name of Tenant(s)			
Current Contact Number(s)			
Forwarding Address			
Reason for Leaving			
Are you breaking your lease?	Yes / No	* If Yes, refer to LEASE BREAK section below	

1. I / We, the tenants of the above-mentioned property, hereby give notice to vacate the premises on the Vacate date as advised above.
2. I / We acknowledge that the Residential Tenancies Act provides that I / we must not refuse to pay rent on the grounds that the I / we intend to use the bond as payment of partial payment of the rent.
3. I / We understand that it is our responsibility to ensure that upon vacating, the premises are returned to their original condition (as per the ingoing condition report) and that all rental payments are made in full.
4. I / We permit for an employee of Ray White Wodonga to access the premises for the purpose of showing prospective tenants through. I / We will allow Ray White Wodonga to put up a "For Lease" sign at the premises during the final month of the tenancy.
5. I / We will return all keys (and garage remote(s) if applicable) to Ray White Wodonga by no later than 5:00pm on the Vacate date.

Bank Details (for refund of Bond)	Tenant 1	BSB				-			Acc No.
	Tenant 2	BSB				-			Acc No.

* LEASE BREAK

I / We acknowledge that our fixed term Agreement does not expire until _____ / _____ / _____

Therefore I / we understand that we are liable for costs involved in re-leasing the property including;

- Payment of rent until a new tenancy commences or my current tenancy agreement expires,
- Payment of a letting fee, one week rent + GST (pro-rata),
- Payment of advertising costs to promote the property for re-leasing, \$132.00 (incl GST)

Signed by the Tenant(s)	Date
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OFFICE USE ONLY

Landlord name			
Current rental amount \$			New rental amount \$
Contact landlord:	Phone / email		Date
Email write up to start advertising	<input type="checkbox"/>		
Enter vacate date into Property Tree	<input type="checkbox"/>		

ADMIN

Enter vacate date into PropertyTree	<input type="checkbox"/>
Send email / letter to landlord/s	<input type="checkbox"/>
Send email / letter to tenant/s	<input type="checkbox"/>
Put vacate date in calendar	<input type="checkbox"/>
Put 7 business days for bond in calendar	<input type="checkbox"/>
Prepare bond & North East Water form	<input type="checkbox"/>

CLOSING OFF FILE

Make sure rent is paid up to vacate date	<input type="checkbox"/>
Bond refunded	<input type="checkbox"/>
North East Water form send off	<input type="checkbox"/>
Update MyDesktop	<input type="checkbox"/>
Put reference in	<input type="checkbox"/>