

Notice of intention to leave (Form 13)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 302-308, 327 and 331-332)



1 Address of the rental premises

	Postcode

2 Notice issued by

1. Full name/s		
Forwarding address		Signature
	Postcode	
Phone	Mobile	Date
Email		

2. Full name/s		
Forwarding address		Signature
	Postcode	
Phone	Mobile	Date
Email		

3. Full name/s		
Forwarding address		Signature
	Postcode	
Phone	Mobile	Date
Email		

3 Notice issued to Lessor Agent

<i>Ray White Rural Beaudesert</i>

4 This notice issued

- without grounds
 with grounds (provide details)

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5 Notice issued on

Day	Date	Method of issue (e.g. by post, in person)
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 I/We intend to give up vacant possession by midnight on

<input type="text"/>	(There are minimum notice periods that apply, see overleaf)
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Do not send to the RTA—give this form to the tenant/s—keep a copy for your records.



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The tenant/s give this notice to the lessor/agent when the tenant/s want to vacate the premises by a certain date.

There may be a number of grounds (reasons) for giving the notice. If the lessor/agent disputes these reasons, they should try to resolve the matter with the tenants first. If agreement cannot be reached, the RTA's Dispute Resolution Services may be able to assist.

If tenants are leaving because of an unremedied breach, this notice must be given after the expiry of the 7 day remedy period.

If the tenant/s are giving this notice because of an unremedied breach by the lessor or agent, please note that this notice does not guarantee that you will be released from the tenancy agreement. You may apply for termination of your lease through the Queensland Civil and Administrative Tribunal (QCAT) under section 309 of the *Residential Tenancies and Rooming Accommodation Act 2008*.

Schedule of timeframes

Grounds	General tenancy	Moveable dwelling Long term	Moveable dwelling Short term
Unremedied breach	7 days	2 days	n/a
Non-compliance with tribunal order	7 days	7 days	1 day
Non-liveability	The day it is given	The day it is given	The day it is given
Compulsory acquisition	2 weeks	2 weeks	1 day
Intention to sell	2 weeks	2 weeks	1 day
Without grounds—periodic	2 weeks	2 weeks	1 day
Without grounds—fixed <i>Note: Can only be ended before the end of the fixed term if both parties agree.</i>	14 days	14 days	1 day

EXIT INSTRUCTIONS & CLEANING GUIDE FOR TENANTS

To avoid cleaning charges and unnecessary deductions from you Bond, we have attached a Cleaning Guide for your reference. We recommend you attend to all of these items, **before** returning keys to our office. When you have finished you should thoroughly complete the *Exit Condition Report* supplied to you.

The *Exit Condition Report* is an important step for a tenant in getting their bond back. It will be compared to the Entry Condition Report to ensure the property is left in the same condition as when you moved in – allowing fair wear and tear.

If you use a professional cleaner it is your responsibility to ensure the work is done correctly **before** returning keys.

We will do the final inspection within two working days (unless otherwise advised), you will be given 24 hours to rectify. Should we be unable to contact you or you are not able to rectify within 24 hours, creditors will be arranged to rectify the items with payment made from the bond.

We take no responsibility for the cost of the services that you neglected to arrange yourself.

RENT PAYMENTS – Under the Residential Tenancies and Rooming Accommodation Act, rent is to be paid to the Agency up to and including the day you vacate the property.

Please do not stop paying the rent and assume that this amount will be deducted from your Bond as the Bond **will not** be used for outstanding rent payments. If required the Bond maybe used for costs associated with returning the Property back to the way it was at the start of the tenancy except for fair wear and tear.

WATER CHARGE – If your lease states that you are responsible for water consumption charges, we will do a final water reading at the final inspection and calculate your final usage. You may pay this direct or authorise this to come from the bond.

WARNING: In accordance with the Residential Tenancies Act, should you return your keys after your vacate date, you will be charged rent until ALL keys, remote controls and security devices with which you have been issued, are returned or accounted for.

Name of Tenant/s	
Forwarding Address	
Contact Number/s	

Please provide your Bank Details to enable a prompt refund of your Bond and or over paid Rent if applicable

	TENANT 1	TENANT 2
Account Name		
BSB		
Account Number		

Tenant/s Signatures		Date
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OFFICE USE ONLY

Keys all present & Correct <input type="checkbox"/>	Date received	Staff Signature
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EXIT CLEANING GUIDE

Follow this guide to maximise your Bond refund.

Professional Pest Control(inc Flea Control inside and out if Pets kept at the property during your tenancy)

(ensure you return to the property 24 hours later to remove any dead pests)

Booked Done Invoice to Agent

Professional Carpet Cleaning

(ensure this is done and complete prior to returning keys, if not you will be charged rent until done)

Booked Done Invoice to Agent

Clean:

- | | |
|---|--|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Blinds |
| <input type="checkbox"/> Power points | <input type="checkbox"/> Curtains (if applicable) |
| <input type="checkbox"/> Doors | <input type="checkbox"/> Cupboards(inc tops) |
| <input type="checkbox"/> Skirting boards | <input type="checkbox"/> Draws |
| <input type="checkbox"/> Window sills | <input type="checkbox"/> Oven (ensure all oven cleaner is removed) |
| <input type="checkbox"/> Windows (inside and out) | <input type="checkbox"/> Stove top |
| <input type="checkbox"/> Window tracks | <input type="checkbox"/> Rangehood |
| <input type="checkbox"/> Light fittings | <input type="checkbox"/> Toilet/s |
| <input type="checkbox"/> Exhaust fans | <input type="checkbox"/> Vacuum |
| <input type="checkbox"/> Fans | <input type="checkbox"/> Mop |
| <input type="checkbox"/> De-cobweb | <input type="checkbox"/> Garage (inc oil stains) |

Other:

- Mow & Wippersnip
- Weed gardens
- Clean all concrete areas
- Pick up all rubbish (inc cigarette butts)
- Sweep and Clean out any sheds and garden sheds
- Empty Wheelie Bins

(Please ensure you book at least 2 weeks in advance to ensure job is done prior to vacate date)

Carpet & Pest Control

Bernie Wilkie 0407 378 885

Auspice 0402 091 572

Peachy Kleen Carpets 0717 771 199 (Carpet only)

Scenic Rim Pest 0429 700 008(Pest only)

Cleaners(Ensure power is connected for Cleaner)

Rebecca's Cleaning 0421 796 456

Cheryl Williams 0427 291 387

Leanne Clark 0448 204 849

Maintenance

Antcliff Handyman 0419 413 458

JAG FIX IT 0419 407 402

Job Done Right 0407 155 086