

# Notice to Vacate



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

Tenant name/s: \_\_\_\_\_

Date notice given: \_\_\_\_\_ Intending vacate date: \_\_\_\_\_

14/21 days expiry date (you are required to pay rent up until this date): \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Contact phone numbers (after inspection): H: \_\_\_\_\_ W: \_\_\_\_\_ Mob: \_\_\_\_\_

**I/We acknowledge and agree that:** Tenant Initial

1.	I/We understand and acknowledge that under the terms of my lease, I am required to permit access to the property for the purposes of showing the property to prospective tenants. Inspections will be arranged as follows – <b>(Cross out that which is not applicable)</b> <b>a.</b> Ray White – Wagga Wagga will contact me/us to make convenient appointment times to enable prospective tenants to view the property OR <b>b.</b> I/We give permission for Ray White Wagga Wagga to show people through the property using the spare keys	
2.	I/We acknowledge that my rent is currently paid to _____ and the rental owing to the end of my notice period being _____ is \$ _____.	
3.	If I/We pay our rent through the Payment Gateway system, I/we authorise Ray White Wagga Wagga to adjust the amount of my final automatic rental payment as required to prevent an overpayment of rent.	
4.	The premises will be left in a clean and tidy state and <b>all original keys and any copied keys</b> must be handed to Ray White Wagga Wagga by 5.00pm on the vacate date stated. If the keys are not received on this date, daily rent will be charged until such time the keys are handed in.	
5.	I / We acknowledge that we must ensure that the electricity and gas on the property is disconnected, prior to vacating the property. Failure to disconnect, may result in additional charges being incurred.	
6.	I / We <b>DO / DO NOT</b> ( <i>circle one</i> ) want to attend the Final Inspection of the property. If you do wish to attend please contact your Property Manager a minimum of 2 days prior to your vacating date to make this appointment.	
7.	I/We will contact Ray White Wagga Wagga within 24 hours of returning the keys to their office to enquire as to the result of the final inspection carried out on the property.	
8.	I/We will provide Ray White Wagga Wagga with a copy of the receipt for professional carpet cleaning.	
9.	I/We acknowledge that I/We will leave the property clean and that any damage will be repaired in a proper and workmanlike manner. If cleaning or repairs are required, Ray White Wagga Wagga may immediately organize appropriate cleaners/tradesman to have the problems rectified. See attached Ray White Wagga preferred tradesperson list	
10.	I/We acknowledge that Ray White Wagga Wagga has given me a copy of this completed notice.	

Signed \_\_\_\_\_ Witness: \_\_\_\_\_

**OFFICE USE**

Number of keys handed in: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Copy of Carpet Cleaning receipt received:      YES                      NO

Bond refund form given to tenant:              YES                      NO

Signed \_\_\_\_\_ Witness: \_\_\_\_\_