

# Tenant Vacating Notice

Tenant(s) Name(s): \_\_\_\_\_

Property address: \_\_\_\_\_

I/We hereby give notice of my/our intention to vacate the above property on: \_\_\_\_\_

I/We understand that I/we am/are required to give \_\_\_\_\_ days notice in writing under the terms of my/our Residential Tenancy Agreement. We note that notice to vacate must be in writing and is not accepted over the telephone.

**IMPORTANT PLEASE READ BELOW NOTICE PERIOD REQUIRED Ray White Figtree will confirm in writing to you when we receive any notice to vacate.**

**14 Days Notice:** Can be given if your lease has not expired. This notice can be given up to and including the last day of the fixed term.

**21 Days Notice:** Can be given if your lease has expired.

**Lease Break:** It is agreed upon by signing this form that in the event of a lease break, a break lease fee of; If the fixed term is for 3 years or less, 6 weeks rent if less than half of the term has expired or 4 weeks rent in any other case. If the fixed term is for more than 3 years, the fee will be specified from the agency. This fee is in addition to normal rental payments and rent due until the key's are returned to the Agency.

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Alarm? YES / NO \_\_\_\_\_

Signed (by all tenants on the lease) \_\_\_\_\_

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

## General Information

Please ensure that you retain all statements and invoices from professional cleaning companies as you will be required to give a copy to our office prior to the bond being released.

Please remember to arrange to have your mail redirected to your new property, as it is not the responsibility of the office or the new tenant to arrange to forward your mail on for you.

Once all matters relating to your bond and final payments have been completed, including any monies owed for water or other charges, we will arrange for the release of your bond.

## Pets

If required by your lease, arrange for a professional pest exterminator to spray both internal and external areas throughout the property. Ensure that you retain a copy of this paid account for the bond refund process.

