

TENANT VACATING NOTICE

I/We acknowledge under the terms of the Residential Tenancy Agreement that the following notice is required when vacating.

Fixed term Tenancy Agreement: 28 days notice must be given before the end of the fixed term of the Agreement otherwise the agreement becomes a continuing agreement.

Periodic Lease Agreement: 28 days notice if you are a tenant in a month to month lease agreement.

Date: _____ **Time:** _____ **Received by:** _____

**** PLEASE COMPLETE ALL SECTIONS BELOW ****

Rental Property:

Tenant/s:

Contact details:

Forwarding address:

Vacate date (keys to be handed in by or on this date):

Lease Expiry:

Reason for vacating:

We are aware that 28 days' notice is required prior to the end of your tenancy agreement (this notice can be given up to and including the last day of the fixed term of the tenancy agreement). If it is a fixed term tenancy agreement, the end date of the notice cannot be before the end date of the agreement. We are also aware that this notice does not take effect until received by our Real Estate office and signed by all tenants. We are aware that rent will be charged up to and including the day we return all keys and remotes to the office. We acknowledge that keys must be returned to our office on or before 5:00pm on the day of the above vacating date or we will incur additional rent at a daily rate. We advise that we will on this day hand to your office all keys in possession, including any keys that we may have duplicated. We authorise you to erect a For Lease sign (where applicable) to show prospective tenants the property. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy for your Inspections. We will keep utilities (electricity, water, gas) on until the exit report is conducted and the final inspection concluded in regards to our bond. We understand that should we break our lease, we will be responsible to pay the rent until a new tenant is found or to the end of the fixed term agreement, whichever is soonest. We will, if applicable ensure the carpets are professionally steam cleaned and will provide a receipt. We are aware that our names will be recorded with NTD (National Tenancy Database), if we fail to leave the property in good repair or vacate with an outstanding debt to the agent or landlord.

Must be signed by all tenants

Signed:

Date:

