**NOTICE TO VACATE**

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND RETURN

**NAME/S**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**PROPERTY ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**INTENDED VACATE DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEASE EXPIRY DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**FORWARDING ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**CONTACT NUMBER/S**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**BSB NO**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ACC NO**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**ACCOUNT HOLDER’S NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**REASON FOR VACATING**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE READ THE FOLLOWING**

1. Vacate notice must be in writing and the required amount of notice must be given.
2. Break Lease notice"– less than half way through your residential tenancy
3. All keys are to be **handed into our office by 5:30** pm i.e. close of business of the date that you are vacating.
4. You are liable for the payment of rent until all keys are returned to this office.
5. It is our office policy that all cleaning is to be completed prior to vacating the premises, and if carpets are soiled, marked or stained they are to be **professionally steam cleaned**.
6. Permission is given to the Agent to show the premises during the last 14 days of your notice period.
7. Would you like to be present during the final inspection? **Yes** / **No**
8. **All signatories to the original Lease Agreement must sign this Notice to Vacate.**

**Without all signatories this notice is not valid.**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_