

VACATE NOTICE — VIC

Address: _____ **Date:** ___/___/_____

Tenant/s: _____

Please be advised that we hereby give 28 days notice to vacate the above property, or 28 days notice to conclude on the last day of the fixed term.

Date vacating: ___/___/_____ **Break lease:** [] Yes [] No

Reason for moving: _____

I/we _____ understand that we are legally required to allow the agent and prospective tenants through the property for the purposes of re-letting.

Home number: _____ Mobile number: _____

Email: _____

Forwarding address:

Signed:

LEASE BREAK

Date vacating: ___/___/_____ **End of lease:** ___/___/_____

I/we acknowledge that I/we are breaking our lease and are responsible for the following charges:

1. Rent until the day the property is re-let or until the expiration of the lease
2. Letting fee (including GST) on a pro-rata basis. This amount cannot be worked out until the property is re-let.
3. Internet advertising of \$185.00 (including GST)

Signed:

OFFICE USE

Notice received: ___/___/___ **Lease break:** [] Yes [] No
Address: _____
Tenant/s: _____
Date vacating: ___/___/___ **New rental amount:** \$ _____
Advertise: ASAP / HOLD / LOST
Charge advertising: TENANT / OWNER / NO

CHECKLIST:

- [] Vacate date in Property Me
- [] Send tenant vacate letter instructions
- [] Add to Real Estate and Domain
- [] Enter smoke alarm maintenance
- [] Call owner
- [] Add to listing board
- [] Organise vacate inspection
- [] Check all tenant/master keys at property
- [] Final water meter reading
- [] Get bond claim form ready

PROPERTY MANAGER

Inspected property: ___/___/___ **Keys returned:** Yes/No **Date:** ___/___/___
Final water reading: _____

Deduction due:

Rent owing:	\$ _____	Tradesman:	_____
Letting fee:	\$ _____	Tradesman:	_____
Advertising:	\$ _____		
Cleaning:	\$ _____	Tradesman:	_____
Repairs:	\$ _____		
Water due:	\$ _____		
Other:	\$ _____	Tradesman:	_____

TOTAL: \$ _____

- [] Email bond claim form
- [] Smoke alarm maintenance actioned
- [] Tenant reference completed in Property Me
- [] Charge final water account