

Notice to Vacate

For your application to be processed you must answer all questions

Your Details

I/we hereby give notice of my/our intention to vacate the following property:

Tenants Name:

Street Address:

Suburb:

Today's Date:

Vacating Date:

Please fill in details below regarding termination of lease:

21 days notice: I/we understand that I/we are required to give 21 days notice, under the terms of my/our Tenancy Agreement. Payment of the rent until the vacate date (which is taken as the day the keys are returned to our office).

or

Breaking Fix Term Lease: I/we understand that I/we are required to pay rent until the property is re-leased by an Richardson and Wrench Branxton approved applicant, under the terms of my/our Tenancy Agreement.

Reason For leaving / Breaking Lease:

Forwarding Address:

Street:

Suburb:

Bank Details For Refund:

Persons Name:

Account Name:

Account Number:

BSB Number:

Please fill indicate below that you agree and understand the below terms and conditions regarding vacating a property:

Payment of vacating water usage - to be invoiced after the final inspection

Property keys – All keys (including any copies made) to be returned in full as per key record on your tenancy agreement. If all keys are not returned in full than a locksmith will be at your expense.

Payment of rent – All rent will be paid up-to-date on vacating date and/or when keys are handed into our office.

Inspections

I/we understand that you may want to show prospective tenants through the property. Please contact me on the following details to arrange inspections:

Tenants Name:

Contact Number:

E-mail:

If you are not home, do you give Richardson and Wrench Branxton permission to use the master key to conduct inspections:

Yes, I authorise Richardson and Wrench Branxton to use the master key for inspections.

No, I do not authorise Richardson and Wrench Branxton to use the master key for inspections.

Disclosure and Declaration

1. Rent will be payable to the vacating date and/or until keys are returned in full to our office.
2. Keys to the premises are to be returned in full as shown on your key record, including keys which have been copied and duplicated on the vacating date.
3. 21 days notice starts from the day this form (notice to vacate) is sent to our office by e-mail, fax or personal delivery to our office.
4. All information provided on this form (notice to vacate) is true and correct.
5. On the vacating date all tenants must sign there bond refund.
6. Water usage will be payable until your vacating date and/or when the keys are handed into our office.
7. If breaking a fixed term lease that you are required to pay rent until the property is re-leased by an Thomas Estate Agent approved applicant.

Yes, I agree that I have read and agree to all terms and conditions with the above declaration

Signed

Date

Office Use Only:

Property manager:

Signed

Date

Richardson and Wrench Branxton

Ph: 49 38 20 20 | **Web:** r&w/Branxton.com.au | **Email:** Branxton@r&w.com

Address: 66-68 Maitland Street, Branxton NSW 2335

