



Tel : 9874 8888
Fax: 9874 4588
www.century21eastwood.com.au

Notice to Vacate

Please fax to 9874 4588 or
Email to info@century21eastwood.com.au.

Date:

Name:

Address:

Contact No.: (Home)

(Work)

(Mob)

Forwarding Address:

Vacating Date:

Preference Date and Time for Final Inspection: . . .

Refund of Bond Money

Please choose one of the option: 1) By direct deposit 2) By Cheque

Please provide with your bank details

Bank Name:

Account Name:

BSB No:

Account No:

Account Type:

I wish to give a notice of my intention to vacate above-mentioned property.
And I understand the terms and conditions of my lease and agree to following;

- All access to the agent during normal business hours to inspect the property in order to find suitable tenant if the agent give 24 hours notice in verbal or written.
- To pay any loss or fees occur due to delay of vacation

Dear Tenant,

Upon vacating your leased premises you are required to fulfil certain obligation. In order for us to process your Rental Bond quickly and enable you to get the full amount of your Bond returned to you, we have listed some of the more important points that you must attend to and they are as follows:

1. Rent is due and payable up to and including day the keys are returned to our office.
2. Thorough cleaning of the premises is essential. This can sometimes be overlooked in the confusion of moving to new premises.
 - A. The kitchen must be cleaned with particular attention to the stove, sink and floor. Cupboards must be cleaned out. All rubbish must be removed including any cleaning materials and soap. These things are not of any use to the new tenants.
 - B. The bathroom must be cleaned with particular attention to the toilet and bath. Mildew and soap scum tend to build up on the walls, tiles and shower recess over a period of several months and as this is a slow process it can often be overlooked. These deposits can be removed with a product such as Exit Mould.
 - C. The laundry is also an area, which may be neglected. Fluff and dirt will build up under the washing machine and spilt over power and pegs, clotheslines and it must be satisfactorily cleaned. It is worthwhile to remember that necessary cleaning is not fair wear and tear.
3. If you have changed the lock for your own protection and when you leave you wish to take your own lock, you must replace the original lock provided by the Landlord. The original keys must also be returned. The door must not be damaged in the process. If you have installed a deadlock which was not there originally, then you cannot remove it when you leave.
4. Marks on the walls are often a point of contention. Frequently furniture leaves marks on the walls and finger marks can be left on the walls around light switches. This is not so noticeable when you are in occupation, but it is very apparent when the premises are empty.
5. Venetian blinds and windowsills must be cleaned.
6. For the tenants in houses, the lawns must be mowed including the edges around paths and garden beds etc. Garages must be cleaned out and swept. Car parts must be removed as well as any boxes, cartons etc. All rubbish must be removed from the premises and garden. Odd pieces of furniture must not be left by the vacating tenants as they are of no use to the incoming tenants and the cost of their removal will be deducted from the Bond.
7. Please be advised that our office has the right to show prospective tenants through the property prior to you vacating with your permission.

We hope these notes have been assistance to you. It is wise to remember that the Agent or Landlord gain nothing from withholding part of your Rental Bond as the money withheld must go towards the necessary work to be done or for the outstanding rent.

NOTE

- Please be advised if the above requests are not met in accordance with your lease, our office will organise cleaning and repairs on your behalf and any disbursements will be deducted from your bond.
- Please return this form to our office by fax or mail after signed.

Full Name: _____

Signature of Tenant: _____

Date:_____