

INTENTION TO VACATE – NOTICE

To **PRD.** REAL ESTATE
 71-73 Scott Street,
 LIVERPOOL NSW 2170 – P.O. Box 169 Liverpool BC 1873

Date: / / 20.....

(Tenant ID)

PREMISES:

Please take note that I / We, (Print Name/s) will be vacating

the above premises on / / I / We agree to pay rent up to the date the Lease Agreement ends.

At present my rent is paid up until / /, leaving days owing to the vacating date.

To arrange inspections, for intending tenants, please contact me on Phone: or,

My lease agreement **has ended / will end** on / / (Cross out which is not applicable)

PLEASE READ ACKNOWLEDGMENT CAREFULLY

I acknowledge that, in preparing to vacate the premises I will make sure that *the premises are left clean, the lawns will be mown, gardens left neat and tidy and all rubbish will be removed.* I also acknowledge that a vacating inspection of the premises cannot be carried out while there is any furniture left in or around the premises. I will call at your office to sign the Bond Claim Form when this inspection has been completed and agreed. I note that the claim may take time to be deposited into my account. I agree to return the keys of the premises by **midday** of the above vacating date. Should the keys not be returned by **midday** on this date, I agree to be charged an extra daily rent and any associated costs the landlord may be liable for, due to possession not being given by the due date.

I acknowledge that: **IF** the term of my lease is not expired then I agree to pay a break fee to PRD Real Estate Liverpool being,
 (a) 4 weeks rent in the first quarter of the fixed term. (b) 3 weeks rent in the second quarter of the fixed term.
 (c) 2 weeks rent in the third quarter of the fixed term. (d) 1 weeks rent in the fourth quarter of the fixed term.

Rent Paid → Per Week Per Fortnight **Method of Payment** → Direct Debit Bank Transfer Other

It is expressly acknowledged that **if** my rent payments are electronically debited from my account, then rent will continue to be debited from my account, unless otherwise advised in writing at least 5 working days before the next transaction is due.

Or; Please take the final rent debit of \$ on the following date / / Copy given to Cashier Yes / No

Reason for Vacating: Bond Refund Acc. BSB Account No:

New Address:

Received Tenants' Vacating Guide: Copy of Notice to tenant:

Name:
 Signature:

Days Required for Notice

- Offered Social Housing (14)
- Personal Reasons (21)
- Offered Aged care (14)
- AVO against a co-tenant (14)
- For Sale, not told before signing lease (14)

(Circle whichever applies)			Flat / Unit – Townhouse – Villa – Duplex – House					(Circle whichever applies)		
Bedrooms	1 - 2 - 3 - 4 - 5		Toilet/s	1 - 2 - 3	Internal / External		Floors:	Carpets, Timber, Tiles, Other		
Lounge	Dining Kitchen		Gas	Electricity	Ranghood		Security Door/s,	Fly Screens, Blinds, Shutters		
Sunroom	Alfresco Pergola		Dryer	Clothes Line	Pool		Walk-in-robe,	Built-Ins, Mirror Sliding Doors, Other.		
Bathroom	Ensuite Balcony		Alarm No.		Air-Conditioning YES / NO		Intercom,	Video Intercom, Security Gate, Lift.		
Floor	Ground, 1 st 2 nd 3 rd Other		Garage	Single / Double / Tandem / Carport			Storeroom,	Shed, Other		
Located	Front Middle Rear		Remote / Swiper / Key / Security Key Entry				Laundry:	Own / Shared, Internal / Ext.		

Office use only

Landlord/s: Current Rent: \$

Mobile 1: 2: Last Paid: / / \$

Phone W: H: Last Increase: / / \$

Advised by: Email: Notice Accepted By:

Send copy of Notice to Landlord: Yes / No Listed By:

Day & Date Copy Sent / / Date Keys Returned: / /

Landlords Comments: **New Rent** \$