

# Tenant Vacating Notice

mccormackbarber

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Date of notice: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tenant name/s: \_\_\_\_\_

Phone (h): \_\_\_\_\_

Mobile: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Reason for vacating: \_\_\_\_\_

Complete the section relevant to your vacating circumstances:

## ☐ STANDARD VACATING (continuing Tenancy Agreement)

**Vacate Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (21 days required)

I/we will return the keys and/or remotes to the property by 5pm on the above date and agree to return the property to the same condition as at the start of the tenancy. I/We will pay rent until the vacating date and any water charges applicable.

## ☐ END OF TENANCY AGREEMENT VACATING

**Vacate Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (14 days required if given before end of the lease agreement)

I/we will return the keys and/or remotes to the property by 5pm on the above date and agree to return the property to the same condition as at the start of the tenancy. I/We will pay rent until the vacating date and any water charges applicable.

## ☐ BREAK OF LEASE AGREEMENT

**Vacate Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (date which vacant possession will be given)

I/we understand that I/we am/are breaking my/our Residential Tenancy Agreement and acknowledge that I/we am/are responsible to:

- pay rent, associated water charges and maintain the property until an approved suitable tenant's lease commences or until the tenancy agreement expires
- pay any re-letting costs associated with finding a suitable tenant. These cost are equal to one weeks plus GST, lease preparation fee of \$33 and a standard advertising fee of \$25
- allow McCormack Barber to show perspective tenants through the property with minimal reasonable notice (24 hours)
- hand in the keys as soon as the property is vacated and clean

## ADDITIONAL SERVICES

McCormack Barber can organise on your behalf tradespersons for the following services to help return the property to its original condition. Please note this service is only available if all outstanding rent has been paid in full. If costs for these services exceed the rental bond held, the tenant will be responsible for payment of any outstanding accounts.

- ☐ Carpet cleaning
- ☐ General house cleaning including windows
- ☐ Lawn mowing and garden maintenance
- ☐ Pest spray (applicable if inside pets)
- ☐ Repairs to any damage caused (provide details below)

\_\_\_\_\_  
\_\_\_\_\_

Tenant signature/s: \_\_\_\_\_

Must be signed by all parties listed on the tenancy agreement