

# **NOTICE OF INTENTION TO VACATE**

**DATE;** \_\_\_\_\_

The Property Manager  
Noble Realty  
Memorial Drive,  
PO Box 130  
**FORSTER NSW 2428**

**OFFICE USE ONLY;**

- Notified landlord
- Re-let/ for sale ?
- New rental amount \_\_\_\_\_
- Vacate date in computer
- Added to rental list
- Added to websites
- Final inspection
- Bond
  - Refund
  - Transfer

Dear Sir/ Madam

**NOTICE TO VACATE PROPERTY;** \_\_\_\_\_

**CURRENT PHONE No (work or mobile)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

I/We \_\_\_\_\_ the tenant/s of the above property herby wish to give notice to vacate the premises.

I/We will be vacating on and including \_\_\_/\_\_\_/\_\_\_ being no less than 21 days, 3 weeks notice as required by our lease, unless I/We are vacating at the expiation of our lease agreement in which case, up until expiation of lease 14 days notice must be given. I/We agree to allow inspections for prospective tenants with reasonable notice given.

**BREAKING LEASE**(Delete if not applicable)

If I/We are ending out agreement prior to our agreement date, I/We are responsible for rent until the property is re-let or our agreement is ended.

On vacating the property I/We acknowledge that:

- A. ALL keys are to be returned to the office of noble realty by the date listed above or rent is To be paid until the keys are received by the agent (as per clause 41.1 RTA)
- B. I/We must clean the premises thoroughly throughout and leave it in a good cleanly state Of repair with special attention to the following.

- 1. Lawns and gardens to be mowed, edge trimmed, garden beds free of weeds And rubbish.**
- 2. Stove, oven, grill racks and rangehood are to be free of grease and clean.**
- 3. Bathroom and shower recess clean and no cleaning residue present.**
- 4. Shower tracks cleaned.**
- 5. Windows, Screens and Window tracks cleaned.**
- 6. Verticals and blinds cleaned, curtains washed.**
- 7. Professional carpet cleaning.**
- 8. All light fittings cleaned.**
- 9. All exhaust fans cleaned.**
- 10. External of house cleaned and free of cobwebs eg; fascia, fences, driveways And patios.**

Note; The tenants will be notified after or at the final inspection by Noble Realty with regards of cleaning and/or repairs which are required. If the tenant does not respond within reasonable time to the request, the cost will be deducted from the bond held without further notice to the tenants.

MY FORWARDING ADRESS IS \_\_\_\_\_

MY FORWARDING PHONE No; \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

SIGNATURE \_\_\_\_\_