

**VACATE NOTICE  
for tenants vacating**



I/We hereby give notice that I/We will be vacating the premises as outlined below:

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

**Vacating Date:** \_\_\_\_\_

**Name of Tenant/s:** \_\_\_\_\_

**Phone Numbers:** (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

As we will now commence advertising the above property for rent, we will require access between now and your vacate date for prospective tenants to view. Viewings will be by appointment only accompanied by a Property Manager.

Please tick the following:

- (a) I wish to be contacted prior to any appointment
- (b) I wish to be contacted in the first instance, but if I am unavailable, please go ahead and show people through at your convenience
- (b) I do not need to be contacted, please go ahead and show people at your convenience.

**IMPORTANT INFORMATION**

We agree to pay the rent up to and including the vacating date and have the property completely vacated by the vacating date. We will have the property clean and tidy for your inspection.

We authorize and instruct MacPherson Realty Ltd to change the locks at my expense if we do not return the keys on time.

**My/Our reason for vacating is:** \_\_\_\_\_

**New Address for service:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Notification Received      \_\_\_/\_\_\_/\_\_\_      Time Received \_\_\_\_\_

Bond Form Signed      Yes      No

Vacating Letter to Tenant      Hand Delivered      Posted      Date \_\_\_/\_\_\_/\_\_\_

Vacating Letter to Landlord      Hand Delivered      Posted      Date \_\_\_/\_\_\_/\_\_\_

Landlord Emailed      Yes      No

Bond Inspection      Date \_\_\_/\_\_\_/\_\_\_      Time \_\_\_\_\_

Property Details      Bedrooms \_\_\_      Heating \_\_\_      Garaging \_\_\_      Chattels \_\_\_\_\_

# FINAL INSPECTION FORM

OFFICE USE ONLY

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

Tenant Name/s: \_\_\_\_\_

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

Vacate Date: \_\_\_/\_\_\_/\_\_\_ Tenant Letter Sent: Yes/No

Date Notice Received: \_\_\_/\_\_\_/\_\_\_ Landlord Letter Sent: Yes/No

Lease Expiry Date: \_\_\_/\_\_\_/\_\_\_ Vacate Date in Comp: Yes/No

Final Inspection Date: \_\_\_/\_\_\_/\_\_\_ Bond Inspection Bkd: Yes/No

## CHECK LIST TO BE COMPLETED BY PROPERTY MANAGER

- Currently rented for \$\_\_\_\_\_per week
- To be advertised at \$\_\_\_\_\_per week
- Vacate date entered in vacate book Yes/No
- Has the property been added to the vacate list Yes/No
- Has the property been added to the website Yes/No
- Has a flyer been done Yes/No

## BOND INFORMATION TOTAL \$\_\_\_\_\_

Rent owing: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ \$\_\_\_\_\_

General Cleaning: \_\_\_\_\_ \$\_\_\_\_\_

Carpet Cleaning: \_\_\_\_\_ \$\_\_\_\_\_

Repairs: \_\_\_\_\_ \$\_\_\_\_\_

\_\_\_\_\_ \$\_\_\_\_\_

Keys: \_\_\_\_\_ \$\_\_\_\_\_

Total Deductions 

\$
----

Balance to Tenant 

\$
----

Tenant advised of results from Final Inspection Yes/No \_\_\_/\_\_\_/\_\_\_  
Landlord advised of results from Final Inspection Yes/No \_\_\_/\_\_\_/\_\_\_  
Bond form refund form faxed Yes/No \_\_\_/\_\_\_/\_\_\_