20 Ireland Street, Bright 3741
PH: (03) 5755 1307
brightrental@dickens.com.au
www.dickensrealestate.com.au

NOTICE OF INTENTION TO VACATE – 28 DAYS NOTICE

Date: _____

Tenant/s Name: _____

Rented Premises: _____

I/We write to advise that I/We intend to vacate the above mentioned premises on: _____

I/We accept the following conditions as set out in our lease:

- ✓ I/We understand that all keys for the property must be handed into the office by close of business on my/our specified vacate date mentioned above. Should keys not be handed in on the vacate date or the property not fully vacated, I/We will be liable for any additional rent until done so.
- ✓ I/We agree to pay the rent up to and including the vacating date.
- ✓ I/We understand that a copy of the carpet cleaning receipt must be provided to the office when the keys are handed in.
- ✓ I/We understand if pets were present at the property a pest inspection is required and a receipt provided to the office when keys are handed in.
- ✓ I/We will have the property clean and tidy as per the cleaning guide for your inspection.
- ✓ I/We are aware that our names will be recorded with TICA and NTD TENANCY DEFAULT AGENCY if I/We fail to leave the property in good repair or vacate with an outstanding debt to the agent or lessor.

SIGNED (**Tenant 1**) _____ Date _____

Forwarding Address_____ Postcode _____

Telephone: Work _____ Mobile _____

SIGNED (**Tenant 2**) _____ Date _____

Forwarding Address_____ Postcode _____

Telephone: Work _____ Mobile _____

Owner Notified: Date_____ by phone / letter / email