

## Notice to Vacate – Lease Expired

Tenant Form

I/ we \_\_\_\_\_

Of: \_\_\_\_\_

I/we hereby give you the required and minimum **21 days** notice in writing to vacate the rental property.

I understand I/ we will pay rent to and including \_\_\_\_/\_\_\_\_/\_\_\_\_ as our final date at the property, with the below list completed and ready for a final **inspection on the same date**.

- The property will be cleaned and presented in a ready-to-let condition, in line with the properties Condition Report.
- The carpets will be professionally steam cleaned, and will be dry ready for the final inspection with a receipt provided upon final inspection.
- I/ we are aware TLC Real Estate do not conduct final inspections on weekends, public holidays or outside of 9am to 5pm business trading days.
- I/ we understand if my property manager needs to re-inspect the property after I vacate I will be charged \$55 per inspection.
- I/ we understand if my property manager has to organise repairs, cleaning at the property I will be charged an **admin fee of \$110**
- I/ we understand access to the property may be required to re-let.  
*I/we are happy to allow the following 15-minute exhibitions to assist with securing a new suitable tenant on the following weekdays (please circle availability):*

Monday | Tuesday | Wednesday | Thursday | Friday | any weekdays

I/we are available on the below contact number, and are contactable in the middle of relocation;

MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MY/ OUR REASON FOR VACATING IS:

\_\_\_\_\_

\_\_\_\_\_

FORWARDING ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURES OF ALL TENANTS ON TENANCY AGREEMENT:

SIGNED:

DATE:

SIGNED:

DATE:

DATE RECEIVED:

STAFF MEMBER: