

VIC NOTICE OF INTENTION TO VACATE

To: First National Collie & Tierney (Mda) Pty Ltd; 67 Lime Avenue Mildura Vic 3500

I/We

of

Hereby notify my/our intent to vacate the above premises on the

.....day of..... 20.....

I acknowledge that my/our Lease expires/expired on the

.....day of..... 20.....

***I acknowledge that I am required to give a minimum of 28 days notice as per clause 32 of my Lease Agreement and Section 235(2) of the Residential Tenancies Act 1997.**

*** I acknowledge that upon handing in this notice I will make the property available for open inspections which will be organised through the Agent ONLY. Twenty Four (24) hours notice will be given for all inspections.**

***Rent owing** to vacate date/lease expiry is \$..... Section 428 of the Residential Tenancies Act 1997 states that Tenants may not refuse to pay rent on the grounds that they intend the Bond to be regarded as rent. Failure to comply may result in a \$1,000.00 penalty.

***PLEASE NOTE: Your tenancy does not terminate until all keys to the property are returned to our office (ie: if vacating on the 23rd, keys must be returned to the office no later than 10am on the 24th)**

*** TWO WEEK PRIOR INSPECTION DATE/ TIME:**

*** OPEN INSPECTION TIME:**

.....
SIGN BY ALL TENANTS

.....
DATE

Phone No

Email address for each tenant

Emails

Emergency Contact Name & Number:

Forwarding Address

Forwarding Phone No.

REASON FOR VACATING

Tenant – please complete by ticking the appropriate boxes:

PROPERTY DETAILS

Current Rental \$..... per week **Alpha Index:** **Key No:**

PPTY Type: House ☐ Townhouse ☐ Unit ☐

Bedrooms: No: _____ Built in robes: _____ Walk in robe: _____

Internal rooms: Ensuite ☐ Semi-ensuite ☐ Lounge ☐ Dining ☐ Family ☐
Rumpus ☐ Sunroom ☐ Bungalow ☐ Open living ☐ Study ☐

Kitchen: Elec stove ☐ Gas stove ☐ Elec oven ☐ Gas Oven ☐
D/washer ☐ Fridge ☐ Pantry ☐ Bottled Gas ☐ Natural Gas ☐

Bathroom: Sep shwr ☐ Bath ☐ Spa bath ☐ Shwr over bth ☐

Laundry: Indoor ☐ Outdoor ☐ In bthrm ☐ W/Machine ☐

Heating/Cooling: Gas ☐ Elec ☐ Wood ☐ Oil ☐ Open fire ☐
R/C unit ☐ Ducted r/c ☐ Evap a/c ☐ Refrig unit ☐ Bottled Gas/Natural ☐

Car: Garage ☐ Carport ☐ Space ☐
Double ☐ Single ☐ Auto door ☐ Manual door ☐

Shed: Garden ☐ Medium ☐ Large ☐ Workshop ☐

Yard: Small ☐ Medium ☐ Large ☐ Enclosed ☐

Other: Inground pool ☐ Above ground pool ☐ Pergola ☐
Sprinkler System ☐ Rear lane access ☐ Bin collection day _____

Office Use Only:

PM Department

Property to be advertised Yes No MISC LIST

Received SIGNED Property Disclosure BEFORE re-advertising _____

Date Property Disclosure Received _____

Sign required Yes No

Advertised at \$ _____ Bond \$ _____

PM to check Features are up-to-date (PT notes) _____

Add rental list and internet catch phrase (PT notes) _____

PM to check Photos are current - _____

Property listed on Rental List / Internet _____

"To Let" sign Entered in book _____

Initial

Reception / PM

Paperwork received & dated _____

Paid to date entered into PT _____

Tenant vacating date entered into PT _____

Calculate Rent to vacate date _____

Organise an Open Inspection time _____

Forwarding Address & email on paperwork _____

Check Property Details are completed _____

2x copies (1 for us, 1 for tenant) _____

Any Additional Comments:

Initial

PMA to complete

Initial

Mail Merge Letter to LL _____

Mail Megre letter to Tenant _____

Pink Vacated Tenant Form completed _____

Attach a copy of vacate form, Inspection _____

(Place in DDM Draw for vacate date) _____

Copy of Key List & copy of NTV filed in Vacating _____

Folder at reception _____

Two-week Prior Inspection booked & in raised in PT _____

Final Inspection time booked into PM/ PMA diary _____

Two-week Prior Inspection in PM calander & _____

confirmation TEXT/ EMAIL to renter _____

PMA to scan completed form to PT _____

Collect Green Folder and place in PM Vacate draw _____

Initial

Vacating paperwork received

Rent Paid to vacate date/lease exp _____

LMW form completed _____

Carpet Cleaning/ Cleaning Receipt _____

Keys/Remotes checked off list _____

If no key tag please add new or update if old _____

If sending NTV through VCAT

Notice printed _____

Yellow vacate form completed _____