



ELDERS REAL ESTATE
NOTICE TO VACATE PRIOR TO LEASE EXPIRY

Name: _____ Date: _____

Address of Leased Premises: _____

Lease Expiry Date: _____ Landlord: _____

Reason for leaving? _____

We acknowledge that we will be abandoning the above premises on _____

This acknowledgement is in no way to be construed as acceptance of your notice to vacate as your lease is still current till the date of _____ and you are required under the terms of your lease to pay rent until that day. A re-letting fee will also be payable if a new tenant is found prior to the expiration of your fixed term lease. We hereby undertake to re-let the above property as soon as possible after your abandonment and will take all reasonable steps, keeping in mind the market conditions at the time, to accomplish such re-letting.

Our usual tenant screening procedures will apply to any new tenant.

NOTE: We also wish to stress that your tenancy agreement has **not** ceased and that you should retain the keys to the property as you are still responsible for internal and external maintenance until the new tenancy commences.

Did you have a pet? If yes; do you wish for us to organise a pest spray on your behalf? **Yes / No**

Do you wish for us to organise professional general cleaning on your behalf? **Yes / No**

If applicable, do you wish for us to organise professional carpet cleaning on your behalf? **Yes / No**

NB: ALL CLEANING, CARPET CLEANING & PEST SPRAYS WILL BE AT YOUR EXPENSE.

Permission to erect For Lease sign? **Yes / No**

May Elders use our spare keys to obtain access to re-let the property? **Yes / No**

A final condition inspection will be carried out by a property manager.

Do you wish to attend final inspection? **No / Yes** (If yes, you will be contacted with a day and time)

Forwarding Address: _____

Telephone: Home _____ Work _____ Mobile _____

Email Address: _____

Direct Deposit Details for Tenant Bond/Refunds:

Account in the Name of _____

Bank _____

BSB _____ Account No. _____

Email Service of Notices and Documents Authorisation: I/we, the Tenant/s above named, hereby agree and provide my/our express approval and consent to receive the service of any Notice and any other document pursuant to s.223 of the Residential Tenancies Act 2010 via electronic service. I/we hereby authorise the Landlord, through their Agent, to serve Notices and other documents to the above email address. I/we, hereby agree and provide my/our express approval and consent to receive SMS text messaging for communications (other than documents of service of legal notices). I/we agree that if the above email address or mobile number is no longer in use or service that I/we shall notify the Landlord, through their Agent, of any change to the email address, in writing within 48 hours of the above listed email address no longer being in service.

Signature/s: _____