



ELDERS REAL ESTATE
NOTICE TO VACATE PRIOR TO LEASE EXPIRY

Name: _____ Date: _____

Address of Leased Premises: _____

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

Forwarding Address: _____

Telephone: Home _____ Work _____

Mobile _____ Fax _____

Email Address: _____

Direct Deposit Details for Tenant Bond/Refunds:

Account in the Name of _____

Bank _____

BSB _____ Account No. _____

TENANTS ACKNOWLEDGEMENT: _____