



ELDERS REAL ESTATE
NOTICE TO VACATE PRIOR TO LEASE EXPIRY

This acknowledgement is in no way to be construed as acceptance of notice to Terminate this tenancy as the fixed term has not yet expired. The tenant/s are required under the terms of the Tenancy Agreement to pay rent to the end of the fixed term OR until a new suitable tenant is found & a new tenancy commences. Elders Real Estate usual tenant screening procedures will apply to any new tenant.

A re-letting fee will also be payable if a new tenant is found prior to the expiration of the fixed term lease. Elders Real Estate will undertake means to re-let the property as soon as possible after the abandonment and will take all reasonable steps, keeping in mind the market conditions at the time, to accomplish such re-letting. We wish to stress that the Tenancy Agreement has **not** ceased and the tenant should retain the keys to the property as the tenant is still responsible for internal and external maintenance until the new tenancy commences.

Once the keys have been returned to Elders Real Estate with vacant possession, it is expected that the property is returned in the same condition as per commencement of tenancy. The property cannot not be re-let unless all cleaning, repairs & pest fumigation have been attended to. Should further works be required this will be deducted from the bond. Do not disconnect electricity until final inspection is done. **ANY RECONNECTION FEE FOR CLEANING ETC. & ALL CLEANING, CARPET CLEANING & PEST FUMIGATION WILL BE AT THE TENANTS EXPENSE.**

Address of Leased Premises: _____ Date: _____

Tenant/s: _____

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

Fixed Term Lease Expiry Date: _____ Reason for leaving? _____

Did you have a pet at the property? **Yes / No**

(If you have had pets at the property, the carpets must be professionally cleaned & professional pest fumigation conducted; you must provide copies of both receipts as evidence when returning the keys).

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

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

Please provide a suggested time and date when Elders can hold a group inspection for prospective tenants to re-let the property. Inspections go for 10 mins & a Property Manager will call to confirm the time and date with you.

Date _____ Time _____

Do you wish to attend final inspection? **Yes / No**

If yes, please confirm a time with your property manager meet you at the property on or after your vacate date.

Forwarding Address: _____ (A forwarding address is required to process your bond refund, if this field is left blank documentation will be sent to your last known 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 OF ALL TENANTS: _____ DATE _____