



ELDERS REAL ESTATE NOTICE TO VACATE LEASED PREMISES

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. You will not be given the opportunity to return to the property to attend to any outstanding cleaning or repairs. Should further works be required this will be deducted from your 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 YOUR EXPENSE.**

Termination At the end of the fixed term: If you want to end your tenancy when the fixed term period is ending, you need to give at least 14 days' notice. This notice can be given up to and including the last day of the fixed term.

Termination After the fixed term: If you want to end your tenancy after the fixed term has ended, you need to give at least 21 days' notice.

Address of Leased Premises: _____ **Date:** _____

Tenant/s: _____, hereby wish to give the required notice to vacate.

Landlord: _____ **Fixed Term Lease Expiry Date:** _____

Termination Vacant Possession Date: _____

(On this day all keys will be returned to Elders Real Estate and the property will be clean and ready for inspection).

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. You must provide copy of the receipt 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** _____