

NOTICE OF INTENTION TO VACATE RENTED PREMISES

To : Elders Real Estate - Property Management

97 Lime Avenue, Mildura 3500 (PO Box 10197, MILDURA Vic 3502) Phone: 03 5018 6800

I/We.....of.....

Do hereby give notice of my/our intention to vacate the above premises on:-

.....the.....day of.....20..... **(Break Lease Applicable: Yes/No)**

***I acknowledge that I am required to give a minimum of 28 days notice, as per clause 24 of my Lease Agreement and Section 235 (2) of the Residential Tenancies Act 1997.**

I agree that upon handing in this notice I will make the property available for open or private inspections, which will be organised by the Agent **ONLY. Twenty four (24) hours notice will be given by the Agent for all inspections.*

I also agree to a **first open inspection** and give permission for the Property Manager to use spare keys:-

1st Open Inspection Date:..... Time: Signed:

Have you had Austar/Neighbourhood Cable etc connected? YES/NO (Please circle)

LEASE BREAK –

I acknowledge that if I am breaking my Lease - I agree to pay the following costs:-

- Pay rent until either a new tenant moves in to the property or until my/our agreement expires (whichever happens first).
- Special Read Fee for Lower Murray Water paid by Tenant.
- Pay Elders Real Estate a letting fee equivalent to one and a half weeks rent plus GST, for finding a suitable replacement tenant (Calculated Pro Rata)
- Pay any other costs outstanding at vacate date and which may be incurred following the final inspection of the property

- **Please be advised that your tenancy does not conclude until all keys & remotes to the property are returned to our office by 10.00am on the vacating date and all rent owing up to and including the vacate date is paid in full.**

Forwarding Address.....

Forwarding Phone No.....Mobile.....

Reason for vacating.....

Signed.....Date.....

(Office Use only)

Date Vacate Notice received: Staff Initials:

Tenant provided with a photocopy of this notice & final inspection. Yes/No Date:.....

Lease End Date: Break Lease Applicable Yes/ No Amount: \$

Landlord notified of Tenant Vacating: Yes/ No Date:..... Current Rental \$.....New Rental \$.....

FINAL INSPECTION – CHECK LIST

Please ensure that you contact Australia Post and arrange re-direction of all mail to your new address!

- Carpets** – Book Professional Carpet Cleaner – A receipt will be required when keys are returned.
- Floors** – Tiles cleaned, grout may require professional clean
- Walls** – Remove any marks (incl. finger marks), clean around switches and power points
- Ceilings** – Remove cobwebs & clean air conditioner vents
- Ceiling Fans** – Blades cleaned, tops dusted
- Light Fittings** – Dust, clean inside to remove bugs & fly spots
- Doors & Doorways** – Clean to remove marks and wipe door handles
- Skirtings** – Dusted & cleaned
- Windows** – Sills, runners (remove dead flies/dust etc.), clean inside & outside glass
- Flyscreens** – Brush off dust & cobwebs
- Screen Doors** - Front & Back – frames wiped and wire brushed clean of dust
- Kitchen** -
 - Cupboards** – Doors & interior shelves wiped
 - Bench tops** – Cleaned
 - Sink** – Cleaned & wiped dry to remove water spots
 - Oven** – Cleaned inside and out, including racks, grill area & glass
 - Exhaust Fan/Rangehood** – Cleaned to remove any grime and grease
 - Dishwasher** – Filters cleaned, dishwasher emptied of food scraps & wiped inside & out
- Bathroom** –
 - Tiles** - Clean tiles and grouting
 - Shower / Bath** - Cleaned and free of any mould and soap stains or residue
 - Exhaust/IXL** - Cleaned
 - Vanity** – Drawers and cupboard cleaned inside & out
- Blinds & Curtains** –
 - Lace** – Washed (hand washing required to avoid damage)
 - Blinds** – Venetians to be free of dust, fly spots & finger marks (clean carefully)
 - Drapes** – Cleaned as appropriate (Light curtains washed and ironed)
- Lawns** – Mown and edged. Remove all lawn clippings – must not be spread in garden beds.
- Garden Beds** – Weeded, bushes & shrubs trimmed and neat, areas to be free of any papers or cigarette butts. Remove all dead plants and bushes.
- Garden Waste** – All garden waste removed
- Rubbish Bins** – Empty and washed
- Sheds** – Empty, clean and swept out
- Garage/Carport/Paving** – Clean, swept and no greasy patches
- Exterior Walls/Verandas/Outdoor Entertaining** – Swept, free of cobwebs

CLEANING UP AFTER YOUR PET

- Faeces** – Removed from gardens, lawns & any other “hidey-hole” Please dispose of away from the property
- Pet Urine** – Remove/clean – check outside walls, verandah posts etc
- Pet clawing** – check screen doors, flyscreens etc. Repair if damaged