

NOTICE OF INTENTION TO VACATE – LEASE EXPIRY

Tenant/s Name:

Property Address:

I hereby notify Zoom Property Agents that I intend to vacate the above premises. Keys will be returned to your office on before 10.00am. **I understand that an extra day's rent will be payable if keys are returned after 2:00pm and that rent will be payable for every day that the keys are not returned to our office.**

I understand that my current Tenancy Agreement does not expire until I acknowledge that upon vacating, I must have the carpets cleaned by a professional and the carpets fumigated by a professional, in compliance with my Tenancy Agreement and receipts are to be produced for same. I must also leave the recycling bin and municipal wheelie bin at the property.

Signed: **Date:**

Forwarding Address:

Contact Number:

Office Use Only

- | | | |
|--|---|---|
| <input type="checkbox"/> Special Clauses or Instructions checked | <input type="checkbox"/> Anglicare \$..... | <input type="checkbox"/> Card, Rep Updated |
| <input type="checkbox"/> Owner | <input type="checkbox"/> List | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Internet | <input type="checkbox"/> Diarise Inspection | <input type="checkbox"/> Tenant Vacating Letter |

Number of keys returned: Time: Date:

RECEIPTS FOR:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Flue Cleaning | <input type="checkbox"/> Other |
| <input type="checkbox"/> Carpet Cleaning | |
| <input type="checkbox"/> Carpet Fumigating | |

BOND HELD:

\$.....

Deductions (for rent, repairs, cleaning, etc):

.....	\$.....
.....	\$.....
.....	\$.....

TOTAL DEDUCTIONS:

\$.....

REFUND: Date: RDA Form Signed: Amount: \$.....