



Date of Notice (the day we receive this notice in office): _____

Tenants Name: _____

Property Address: _____

Telephone Number: _____

Date of Vacant Possession (the day the keys will be returned to office): _____

Expiry Date of Lease: _____ **Date liable under agreement:** _____

I understand that under my lease agreement I have to give 14 days notice to vacate if still in lease and 21 days notice to vacate if out of lease.

I give permission to inspect from day of notice? Yes No

I give permission to use keys for inspection? Yes No

I understand that under my lease agreement I have to give permission for inspections to take place in at least the last 14 days of agreement.

Forwarding Address: _____

Reason for Vacating Property? _____

VACATE WATER METER READING:

I will read the water meter and accept Property Manager’s calculation for amount owing. Yes No

I request Mid Coast Water read the meter and I accept the fee of \$50.00 they will charge. Yes No

Please note: Mid Coast Water ONLY read the meter they DO NOT calculate the water usage.

I acknowledge that I have been given a Tenant Vacate Pack which includes a Tenant Vacate Checklist, Bond Saver Checklist, and Keys Returned to Office Form. I also acknowledge that these need to be signed and returned to the office at time of handing in keys, failure to do so may affect the time taken to release bond.

I also acknowledge that the totals below need to be paid prior to handing in the keys.

Money Owing to Vacate Date: Rent: _____ Water: _____ Total: _____

Office Use Only						Date	Initials
Landlord Name:			Phone:				
Current Rent:		Last Rent Increase:		Market Rent:			
Landlord Contacted	Y	N	Notes:				
<input type="checkbox"/>	Landlord Advised of Tenant Vacating:		Letter	Email	<input type="checkbox"/> CONSOLE	<input type="checkbox"/> Notify PIM - Email	
<input type="checkbox"/>	Vacating Date Entered into Computer		<input type="checkbox"/> Forwarding Address Entered in to Notes				
<input type="checkbox"/>	Vacate/Bond Saver Checklist		In Person	Email			
<input type="checkbox"/>	Ingoing:		<input type="checkbox"/> Pre Vacate:	Y	N		
Property Advertised:		<input type="checkbox"/> Internet	<input type="checkbox"/> Rental List	<input type="checkbox"/> Window Card	<input type="checkbox"/> CONSOLE Advert/Details		
Notes:							