



PRDnationwide Ballarat
51 Lydiard Street South, Ballarat VIC 3350
Tel: (03) 5331 1111 Fax: (03) 5331 2248

Notice to Vacate

Date notice received by office

Property address

Tenant's name

Vacate date (minimum 28 days)

Forwarding address

Reason for leaving

Re-letting and access arrangements

As part of the process of finding a new tenant for the property, you will receive notifications via text and email from the online service, inspectrealestate.com.au of when inspections are scheduled at the property. We will use our office key for access. You will receive a minimum of three days' notice for any inspections.

- Inspections to occur at any time, with text and email notifications three days prior
- We wish to have inspections as per the below times, with text and email confirmation:

We advise that the rent must be paid up to the date you are vacating and / or all keys are returned the office (whichever is later).

The bond is not to be used as rent. Using the bond for rent is illegal and can incur a substantial fine.

SIGNED: _____
(Tenant/s)

DATE: _____

VACATING CHECKLIST

VACATE DATE: ___/___/___

ADDRESS: _____

TENANTS: _____

At time of notice to vacate

- PM:** Receive notice in writing
By: _____ Date: _____
- PM:** Enter vacate & availability date on Console & check tenant contact details
By: _____ Date: _____
- PM:** Contact owner, send confirmation letter/email
By: _____ Date: _____
- PM:** Send confirmation letter/email and outstanding invoices to tenant
By: _____ Date: _____
- PM:** Print out bond claim form, outstanding invoices & copy of keys in vacate envelope at reception
By: _____ Date: _____
- PM:** Enter property on MyDesktop and add advertising charge
By: _____ Date: _____
- PM:** Order for lease board & check on Vacancy
By: _____ Date: _____

When tenant vacates property

- PM:** Tenant handed keys & carpet receipt in
By: _____ Date: _____
- PM:** Remove DD once rent is paid to vacate
By: _____ Date: _____
- PM:** Vacate inspection conducted & notes entered into Console
By: _____ Date: _____
- PM:** Owner updated re: final inspection
By: _____ Date: _____
- PM:** Tenant sent back for additional cleaning YES NO
By: _____ Date: _____
- PM:** Second inspection conducted if applicable
By: _____ Date: _____
- PM:** Tenant balances checked and all outstanding monies paid
By: _____ Date: _____
- PM:** Bond claim form sent to RTBA once approved by owner
By: _____ Date: _____
- PM:** Routine inspection changed to final (recurrence deleted) & property made inactive
By: _____ Date: _____

Completed by: _____