NOTICE TO VACATE

peterfisher

Leased Premises:	**Date:**

I wish to give you 14 / 21 days' notice that I / we will be vacating the above premises on: _____
(14 days up to the end of the Lease / 21 days if the Lease has already expired)

I / we will return the keys to the premises on _____ at _____ pm/am

<u>Please note</u>: All cleaning and gardening is to be done PRIOR to handing back the keys, unless alternative arrangements have been made with your Property Manager

I / we also understand that I / we are responsible for rent until this notice expiries and until all keys are returned to Peter Fisher Real Estate. Do **NOT** leave keys at the property unless agreed to (in writing) with the Property Manager, as there are forms to be completed.

I / we are aware that Peter Fisher Real Estate will be in contact to arrangement inspections to show prospective tenants through the property during our notice period, as per Clause 23.8 of the Residential Tenancy Agreement.

I / we are aware that we are responsible to thoroughly clean the premises including carpets, with special attention to the lawns and gardens as per the attached "Tips and Responsibilities When Vacating".

FINAL INSPECTIONS

PRE-VACATE INSPECTION: Peter Fisher Real Estate propose to do a pre-vacate inspection to ensure a smooth end of lease process**.** **We will be in touch to organise a suitable time.**

FINAL INSPECTION: We propose to do a final inspection within 48 Hours of keys being returned.
*** Please contact our office prior to handing back the keys if you wish to be present.**

Reason for Leaving:		
Tenants Full Name:		
Tenant's Forwarding Address: **(Must be supplied)**		
Mobile:	**Work:**	**Home:**
Tenant Signature:		**Date:**

OFFICE USE ONLY:

Phone call to owner (within 48 hours)	Yes / No	Date:
Entered in Console	Yes / No	Date:
Console Pay Direct Debit	Yes / No	Date:
Pre-vacate inspection booked	Yes / No	Date:
Complete owner instructions	Yes / No	Date:
Check advertising/photos	Yes / No	Date:
Email sent to owner	Yes / No	Date:
Email sent to tenant	Yes / No	Date:
Entered in calendar	Yes / No	Date:
Vacate Notice scanned to file	Yes / No	Date:
Update tenants phone numbers	Yes / No	Date:
Notice attached to file	Yes / No	Date:

Book SG or CB for new advertising photos	Yes / No	Date:

TIPS AND RESPONSIBILITIES WHEN VACATING

The agents are legally responsible to the landlord to ensure the property is in the same condition as when you moved in, regardless of how long you have resided at the premises.

Please pay particular attention to the following when cleaning your lease property to prevent the embarrassment, inconvenience of having to return for additional cleaning or having to pay for professional cleaning to be done. Any additional work that still needs to be carried out after that will come out of your bond which may result in a delay of the return of your bond.

- Marks to be removed from walls. Remove all posters, sticky tape, blu-tac etc. Repair holes if necessary. Sugar soap and or an eraser may be used to remove any marks. If the walls need repainting, please contact us as any mismatched paint may require the entire room to be repainted at your expense.

- All light fittings, power, and TV points as well as heating exteriors and ceiling fans should be wiped with a damp cloth to remove dust and marks.

- Curtains/blinds to be cleaned where required to ensure any dust, cobwebs and stains are removed. If washing curtains, please do so according to fabric instructions.

- Ensure venetians, blinds, windows, frames, tracks, and screens are free of dust and dead insects. Venetians may need to be wiped slat by slat.

- Cobwebs to be removed from all rooms inside the house and around the outside of the premises.

- Oven, grill, rangehood, drip trays, oven trays and stove top (including surrounding walls) need to be thoroughly cleaned of all grease and burnt food. We suggest a heavy-duty oven cleaner for the oven.

- Dishwasher (if applicable) to be thoroughly cleaned.

- Exhaust fan covers should be taken down, cleaned and re-fitted after cleaning.

- Ensure that all cupboards and drawers are crumb and dust free. They should also be wiped clean and free of any marks inside and out. Vacuum inside all wardrobes and cupboards.

- Vacuum return air vent filters for ducted heating. Wood heater should be cleaned and free from ash.

- All floors and skirting boards to be washed and ensure cleaning residue is removed.

- Carpets should be professionally cleaned. **This should be done prior to handing back the keys.**

- Bathrooms: scrub entire shower especially in the corners and door frames. Make sure drains are free from hair and the screens are clear and free from any scum, mildew, and soap residue. Ensure bathtub (in applicable) and basin sink are clean. We suggest a crème cleanser and non-scratch scourer – rinse thoroughly. Mirrors and wall tiles should be clean and streak free. Any mildew or mould should be removed from walls, ceilings, shower screens, tiles, cabinets etc. Mould is likely to accumulate in windowsills and frames in bathrooms that are not well ventilated.

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- Toilets: As above plus pay special attention to clean and disinfect all parts of the toilet including bowl, cistern, seat, lid and pipes behind the toilet.

- Lawns should be mown, edges done, and gardens need to be free from weeds and rubbish. Remove all rubbish from the yard. Pay attention to cigarette butts etc around gardens – if applicable.

- Garage/carport to be swept thoroughly and cobwebs removed. Windows should be clean.

- All stains, including oil stains and tyre marks are to be removed from concrete driveway and garage floor. Oil degreaser and a high-pressure water cleaner may be needed.

- Ensure your wheelie bins are empty when the keys are returned. If this isn't possible, please inform us and let us know when your next collection day is due.

- If you require a tradesperson to repair any damage to the property, ensure you give them enough time to do the job before the keys are handed back.

Cancel rent payments: You will receive a letter from us confirming your vacate notice has been received and stating the final monies due to the vacate date. Once this is paid, cancel your direct deposit rental payments.

Cancel utilities: Please contact the necessary companies to have your electricity, gas and telephone etc disconnected on or before you vacate the premises. Ensure your mail has been redirected as we do not forward on your mail.

To help with your move we have high quality moving goods available for purchase from our office	
Standard Tea Chest	$5.50 each
Book Carton	$3.50 each
Roll of Bubble Wrap (500 mm x 10 m)	$10.00
Heavy Duty Queen Mattress Bag	$12.00
Heavy Duty King Mattress Bag	$13.50
Roll of Tape	$3.50
Value Pack: 10 x Standard Tea Chest 10 x Book Cartons 1 x Queen Mattress Bag 1 x Roll of Bubble Wrap 1 x Roll of Tape	**$100. 00**

Good luck with your move and thank you for choosing Peter Fisher Real Estate as your rental agent during this tenancy. We look forward to assisting you again in the future if the need arises.