

TENANT VACATE NOTICE

| | |
|------|--|
| Date | |
|------|--|

| | |
|-------------|--|
| Property | |
| Tenant Name | |
| Phone | |

| | | | |
|----------------------|--|----------------------------------|----------------------------------|
| Intended Vacate Date | | Notice Required | |
| | | <input type="checkbox"/> 14 Days | <input type="checkbox"/> 21 Days |

At the end of the fixed term:- If you want to end your tenancy when the fixed term period of the agreement is due to run out, you will need to give at least **14 days'** notice. This notice can be given up to and including the last day of the fixed term.

After the fixed term:- If you want to end your tenancy after the fixed term has ended (and you have not signed another agreement), you will need to give at least **21 days'** notice. This notice can be given at any time and does not have to line up with the rent payment cycle. You must pay the rent up to and including the day your notice ends and you vacate.

| | | |
|--|---------|-------------|
| Reason for vacating | | |
| Forwarding address | | |
| Bank Details <i>(for bond refund if applicable)</i> | BSB No. | Account No. |
| | | |

| Property Access | |
|---|--|
| To enable WPRE to show prospective tenants through the property you may contact | |
| Mobile | |
| Phone | |
| Emails | |

| | | | |
|------|--|--------|--|
| Name | | Signed | |
|------|--|--------|--|

OFFICE USE ONLY

| Date received | | Time Received | | | Completed by |
|---|----|---------------|----|------|--------------|
| Vacate date entered into Propertytype | | Yes | No | Date | |
| Landlord informed | | Yes | No | | |
| Readvertise property | | Yes | No | | |
| Rent amount | \$ | per week | | | |
| Uploaded to Redsquare | | Yes | No | | |
| Window card created | | Yes | No | | |
| Confirm vacate inspection date and time | | Yes | No | | |
| Vacate inspection completed | | Yes | No | | |
| Inspection report completed | | Yes | No | | |
| Repairs required | | Yes | No | | |
| Notes/Repairs Required | | | | | |
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| Work order created | | Yes | No | | |
| Repairs completed | | Yes | No | | |
| Invoice received | | Yes | No | | |
| Bond Claimed | | Yes | No | | |
| Bond Refunded | | Yes | No | | |
| Vacate Finalised | | Yes | No | | |

| | |
|---------------|--|
| Job Finalised | |
|---------------|--|