



# PIONEER REAL ESTATE THE BEST IN PROPERTY

15 ENTREPRISE AVENUE HAMPTON PARK VIC-3976 TEL: 03 9702 7222 FAX: 03 9702 7337

## INTENTION TO VACATE NOTICE

### 28 days notice to vacate premises

PROPERTY:.....

TENANT/S:.....

Contact: ..... (work) .....

Forwarding address:.....

**Date of leaving:**..... **Reason** .....

.....

We are aware that 28 days notice is required prior to the end of your tenancy agreement (this notice can be given up to and including the last day of the fixed term of the tenancy agreement). If it is a fixed term tenancy agreement, the end date of the notice cannot be before the end date of the agreement. We are also aware that this notice does not take effect until received by our Real Estate office and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

We acknowledge that keys must be returned to our office on or before 5:00pm on the day of the above vacating date or we will incur additional rent at a daily rate. We advise that we will on this day hand to your office all keys in possession, including any keys that we may have duplicated.

We authorise you to erect a For Lease sign (where applicable) to show prospective tenants the property. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy for your Inspections. We will keep utilities (electricity, water, gas) on until the exit report is conducted and the final inspection concluded in regards to our bond.

We understand that should we break our lease, we will be responsible to pay the rent until a new tenant is found or to the end of the fixed term agreement, whichever is soonest. We are aware that our names will be recorded with NTD (National Tenancy Database), if we fail to leave the property in good repair or vacate with an outstanding debt to the agent or landlord.

We acknowledge that a Final Inspections guide was given to assist us with finalizing the property and the bond.

Days and times available to open property for Inspection:.....

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SIGNED (Tenant one): ..... Date: .....

SIGNED (Tenant two): ..... Date: .....

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#### OFFICE USE ONLY

Date received:.....

Time received:.....