

PROPERTY DETAILS

Property Reference		Tenant/s Name(s)	
Property Address		Suburb	State
			Postcode

1. Periodic Tenancy:
I/We acknowledge that should the keys to the property not be handed in to the agent on the vacating date noted below, then I/we will be required to pay rent until the day the keys are handed to our office.
2. Breaking Fixed Tenancy:
If vacating during the lease term of the agreement I/we will be responsible for paying a relet fee, advertising costs and rent until the day the property is relet or until the expiry date of the lease, whichever comes first.
3. I/We hereby authorise the agent to contact me and/or to arrange for prospective tenants to inspect the property during the period of signing this notice and the vacating date.
4. I/We, hereby authorise the agent to undertake the vacating inspection without our present after I/we have handed the keys to the agent.
5. I/We understand that I/we am/are required to give 28 days notice, under the terms of my/ our Tenancy Agreement. *(Please refer to Victorian Civil and Administrative Tribunal website)*
6. I/We, hereby give notice that I/we will vacate from the above property on the (dd/mm/yy):
7. My/ Our reason(s) for vacating is/ are:
8. My/ Our new address is:
9. I/We acknowledge receipt of a copy of this notice and further acknowledge that its contents have been clearly explained to me/us.
10. I/We understand that the agent may want prospective tenants to view the property. Access in this regard, can be arranged by contacting me/us on:

Home Phone	Mobile Phone	Email	
Sign of Tenant(s)	Date	Accepted by Property Manager	Date

To assist in avoiding delays in the refund of your bond, please ensure that the property is thoroughly cleaned and any damage attended to prior to the keys being handed in. We encourage you to read and follow the Final Inspection Guide, which outlines all the requirements you need to meet prior to the final inspection of your property. Please present this form during the final inspection to the Property Manager.

Please note that we cannot inspect the property until you have removed all belongings and have returned the keys. Any registered keys as on keys registration must be returned to our office.

OFFICE USE ONLY

Type of Vacate	Rent paid to (dd/mm/yyyy)	Rent in Arrears
<input type="checkbox"/> Lease Termination <input type="checkbox"/> Lease Break	<input type="text"/>	\$ <input type="text"/>
Outstanding invoices/bills	Bond amount paid	
\$ <input type="text"/>	\$ <input type="text"/>	
Vacating date (dd/mm/yyyy)	Rent to be paid up to vacating date	Console update (dd/mm/yyyy)
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Number of days to allow when a notice is sent by registered post, based on day of the week it is posted

Minimum notice period	Day mail was posted						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
None	5	5	7	7	7	7	6
14 days	20	20	22	22	22	22	21
28 days	34	34	36	36	36	36	35
30 days	36	36	38	38	38	38	37
60 days	66	66	68	68	68	68	67
90 days	96	96	98	98	98	98	97
120 days	126	126	128	128	128	128	127

Number of days to allow when a notice is given by hand, based on day of the week it is given

Minimum notice period	Given On						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
None	-	-	-	-	-	-	-
14 days	16	16	16	16	16	16	16
28 days	30	30	30	30	30	30	30
30 days	32	32	32	32	32	32	32
60 days	62	62	62	62	62	62	62
90 days	92	92	92	92	92	92	92
120 days	122	122	122	122	122	122	122

Extracted on 21 June 2016 from Victorian Civil and Administrative Tribunal website (<https://www.vcat.vic.gov.au/adv/disputes/residential-tenancies/giving-notices-and-applications>).