



532 Mt Alexander Road Ascot Vale VIC 3032

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NOTICE OF INTENTION TO VACATE

Property: _____

I/we _____ advise that I/we will be vacating the above property on the _____ day of _____ 20_____.

I/we acknowledge that a minimum of **28 days notice** is required prior to our lease expiring. The end date of this notice cannot be before the end of a current lease. We acknowledge that this notice will not take effect until it is signed by all tenants and received by Geoff Green Real Estate.

I/we are aware that rent is payable up to and including the day we return all keys and remotes to Geoff Green Real Estate. Rent owing must be paid **prior** to vacating the property.

All keys/remotes must be returned to Geoff Green Real Estate prior to 5.00pm on the vacate date indicated above. In the event that keys are not returned on the vacate date indicated above, additional rent will be payable calculated at the daily rate. I/we advise that all keys in our possession, as well as keys that may have been duplicated, will be returned to Geoff Green Real Estate on the vacate date indicated above.

I/we authorize a 'For Lease' board to be erected at the property. We also authorize prospective tenants to be shown through the property. I/we agree to have the property cleaned in accordance with the vacating information sheet provided by Geoff Green Real Estate.

I/we acknowledge that if we fail to leave the property in good order or vacate with outstanding rent owed to Geoff Green Real Estate our names will be registered with the National Tenancy Database.

Tenant 1- Signed _____ Date: _____

Forwarding Address: _____

BH: _____ Mobile: _____

Tenant 2- Signed _____ Date: _____

Forwarding Address: _____

BH: _____ Mobile: _____



GUIDE TO VACATING & CLEANING THE PROPERTY

- All rent must be paid on the due date and will not be taken out of the bond
- All keys and/or remotes are to be returned to our office on the vacate date
- A receipt for Professional Carpet Cleaning **MUST** be provided to our office on the vacate date
- Property to be cleaned through-out – see instructions below

Kitchen;

- Stove and oven
- Rangehood / Exhaust fan
- Cupboards inside and out
- Benches and tiled areas
- Sink
- Floors

Bathroom and Toilet – All mould to be removed

- Shower recess
- Bath
- Vanity unit and any mirror
- Hand basin
- Exhaust fan
- Floors
- Toilet

Other areas of the property;

- All blinds, curtains and windows
- Skirting boards and architraves
- Marks are to be removed off walls and doors
- Replace all light globes (if required)
- Vacuum all carpet
- Mow all lawns and weed garden (if required)
- Remove all rubbish from the property

- Arrange all mail to be re-directed to your new address
- Final readings on Electricity, Gas, Telephone and Water consumption to be arranged

Do not have electricity turned off until carpets are cleaned.

- All carpets are to be **professionally cleaned** and stains removed. We do not accept supermarket hire carpet cleaning machines. If the carpet is not cleaned to our satisfaction we will require you to have it cleaned again.

We recommend Valet 5 Carpet Cleaning (Steve) 0421 127 466