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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 THE PROPERTY

- You will be advised of rent owed to the vacate date
- All outstanding rent must be paid by your due date prior to vacating the property
- 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
- If the property is not left in a clean and tidy condition there can be a delay in finalising your bond to be refunded

Kitchen;

- Stove and oven to be cleaned inside and out
- Rangehood / Exhaust fan to be cleaned
- Cupboards cleaned inside and out
- Benches and tiled areas to be cleaned
- Sinks to be cleaned
- Floors washed

Bathroom and Toilet

- Shower recess to be cleaned and all mould removed
- Bath to be cleaned and all mould removed
- Vanity unit and any mirrors to be cleaned
- Hand basin to be cleaned and all mould removed
- Exhaust fan to be cleaned
- Floors washed
- Toilet cleaned inside and out

Other areas of the property;

- All Venetian, Holland, Vertical blinds, curtains and windows to be cleaned and dusted.
- All skirting boards, architraves and light fittings to be dusted.
- Marks are to be removed off walls and doors
- All carpets are to be **professionally cleaned** and stains removed. A receipt will need to be produced for the carpet cleaning. We do not accept supermarket hire carpet cleaning machines as suitable. If the carpet is not cleaned to our Landlords satisfaction we may require you to have it cleaned again.
- All light globes to be working or replaced if necessary
- Houses and unit with their own gardens to be tidied and lawns mowed
- All boxes, waste papers & rubbish to be removed from carport and garage
- Letter boxes to be emptied and Post Office to be advised of change of address
- Final readings on Electricity, Gas, Telephone and Water consumption to be arranged