

Notice To Vacate Form

To: One Agency Mildura – 129 Eighth Street, Mildura VIC 3500

Renter Details:

Renter Name/s:			
Property Address:			
Hereby notify my/our intent to vacate the above property on:			
Forwarding Address:			
Contact Number:			
Email:			
Renter/s Signatures:		Date Signed:	

Read and Accept the following information below by ticking the blank boxes to the left:

☐	I/We acknowledge that I/We am required to give 28 days' notice.
☐	I/We acknowledge I/we are breaking the lease and agree to pay the below costs, in accordance with the Tenancy Agreement and will:
☐	- Continue to pay rent in accordance with the lease until the commencement of the following tenancy or until the Agreement expires. - A letting fee in proportion to the unexpired portion of the Tenancy Agreement at the rate of one and a half weeks rent plus GST, plus \$150.00 for advertising associated with securing a new renter. - Lower Murray Water Meter reading fee as per charges applicable at the time.

I/We would like to be present at the time of the outgoing inspection. ☐ (please circle) **Yes** OR **No**

PLEASE NOTE – Inspections scheduled will be confirmed by phone to your nominated phone number.

I/We acknowledge that it is my/our responsibility to cancel automatic rental payments from the date of vacate.
I/We acknowledge that when handing in this notice, I/We am obliged to make the property available for inspections which will be arranged through the agent ONLY. A minimum of 24 hours' notice will be given for all inspections.
As per your tenancy, we will be required to conduct inspections to show your property to prospective renters.

Office Use Only

Phone call to owner		Notes:
Current rent	\$	
New rent	\$	
Updated PropertyMe with vacate date		
Vacate confirmation Letter to renter		
Vacate confirmation letter to owner (including disclosure)		
Send Management Authority to owner		
Schedule final inspection		
Lease break fee (reimburse to owner)		
Advertising charge (reimburse to One Agency)		
LMW Meter Read (reimburse to owner)		
Charges entered into PropertyMe		
Charge EOFYS fee (if applicable)		
Arrange advertising - Website/paper/sign		
Rent & outstanding invoices collected		
Arrange bond refund through RTBA		
Entered on TICA (if applicable)		
Tenancy notes diarised		
Remove key from PropertyMe		
Place spare keys in key cupboard		
Advise trust accountant to send EOFYS		
Make owner status inactive on PropertyMe		
Archive files		