



**Real Estate**

**NOTICE OF INTENTION TO VACATE**

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date notice given: \_\_\_\_\_ Date notice expires: \_\_\_\_\_ Date Vacating: \_\_\_\_\_

Has lease expired: Yes No Tenant Signature: \_\_\_\_\_

Inspection arrangement: Contact tenant to arrange first.

Forwarding address: \_\_\_\_\_

I hereby authorise your office to enter the property with the keys in order to show through any prospective tenants.

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Do you wish to attend final inspection? Yes No

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Acknowledged: \_\_\_\_\_ Rental: \_\_\_\_\_

Keys returned: \_\_\_\_\_ Signed break lease Acknowledgement: \_\_\_\_\_

Comments: \_\_\_\_\_

Repairs: \_\_\_\_\_

**Rent Details:**

Paid to \_\_\_\_\_  
Due to \_\_\_\_\_  
Date re-let \_\_\_\_\_

**Outgoings:**

Rent total \_\_\_\_\_  
Repairs \_\_\_\_\_  
Cleaning \_\_\_\_\_  
Carpets \_\_\_\_\_  
Water Usage \_\_\_\_\_  
Let fee \_\_\_\_\_  
Other \_\_\_\_\_  
TOTAL: \_\_\_\_\_

**Bond Details:**

Refund \_\_\_\_\_  
Total claim \_\_\_\_\_  
  
TOTAL: \_\_\_\_\_

BOND NUMBER: \_\_\_\_\_

**IMPORTANT**

**This Notice does not take effect until it is completed in full and returned to our office with all tenants signatures.**

**Rent card**

Please note that cancelling the quikPAY Rent Card Services is your responsibility not that of your Real Estate agent even when you vacate your rental property and no longer need the quikPAY Rent Card Services. Failure to cancel the quikPAY Services will result in ongoing fees and charges being incurred.