

**NOTICE TO VACATE**

Property Address: \_\_\_\_\_  
Tenant name/s: \_\_\_\_\_  
Date notice given: \_\_\_\_\_ Intending vacate date: \_\_\_\_\_  
14/21 days expiry date: \_\_\_\_\_  
Forwarding address: \_\_\_\_\_  
Contact phone numbers (after inspection): H \_\_\_\_\_ W \_\_\_\_\_ Mob \_\_\_\_\_  
Reason for vacating: \_\_\_\_\_

I/We acknowledge and agree that:

1. If I am breaking my lease, I will pay rent to the time the premises are re-let or to the expiry date of the lease, which ever comes first. I also agree to pay a re-letting fee equivalent to one weeks rent and a \$15.00 tenancy agreement preparation fee.
2.  Please contact me/us to arrange convenient inspection times to show prospective tenants  
**or**  
 I give permission for Ray White Real Estate to show people through the property with office spares
3. I/We acknowledge that my rent is currently paid to \_\_\_\_\_ and the rental owing to the end of my notice period being \_\_\_\_\_ is \$ \_\_\_\_\_.
4. I/We will attend to the cancellation of any direct debit authority after my/our last rental payment has been made.
5. The premises must be left in a clean and tidy state and all original keys and any copied keys must be handed into our office by 5.00pm on the vacate date stated. If the keys are not received on this date, daily rent will be charged until such time the keys are handed in.
6. I/We DO/DO NOT want to attend the final inspection of the property  
Inspection date: \_\_\_\_\_ Time: \_\_\_\_\_
7. I/We acknowledge that I/we that upon vacating, i/we will hand a copy of my carpet cleaning receipt to Ray White Real Estate.
7. I/We will contact Ray White within 24 hours of returning the keys to their office to enquire as to the result of the final inspection carried out on the property.
8. I/we note that if the property is not left to the standard as required by the condition report and Ray White Real Estate, cleaners and/or tradespeople will be arranged and the cost of same will be claimed from my bond.
9. I/We acknowledge that Ray White Real Estate has given me a copy of this notice.

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Number of keys handed in: _____ Date: _____ Time: _____
Signed: _____
Witness: _____

# INSPECTION REPORT

As this is a general list for all vacating tenants  
Not all facilities mentioned will be applicable to  
every property.

## 1. GENERAL CLEANING

- Wash and sweep all hard floors
- Professional clean carpets
- Clean walls and skirting boards
- Clean doors and woodwork
- Clean windows, window sills & window tracks
- Clean curtains and or blinds
- Clean light fittings
- Clean air conditioning vents
- Clean light fittings
- Clean air conditioning vents

## 2. KITCHEN

- Clean top of stove, including spill trays & splash back
- Clean oven including shelves
- Clean grill and tray
- Clean exhaust fan & rangehood
- Wipe front of cupboards
- Wipe out cupboards and drawers
- Clean sink & bench tops
- Wash & sweep hard floors
- Clean walls & skirting boards
- Clean doors and woodwork
- Clean windows window sills & window tracks
- Clean curtains and or blinds
- Clean light fittings

## 3. BATHROOM

- Clean bath
- Clean shower recess
- Clean shower screen or wash curtain
- Clean mirror
- Wipe front of cupboards
- Wipe out cupboards & draws
- Clean hand basin
- Wash & sweep floors
- Clean walls & skirting boards
- Clean doors & woodwork
- Clean curtains and or blinds
- Clean light fittings
- Clean air conditioning vents
- Clean exhaust fan

## 4. TOILET

- Clean toilet bowl
- Clean toilet seat & cover
- Clean cistern
- Wash & sweep hard floors
- Clean walls & skirting boards
- Clean doors & skirting boards
- Clean curtains and or blinds
- Clean light fittings

## 5. LOUNGE, DINING AND HALLWAYS

- Wash & sweep hard floors
- Vacuum & clean carpets
- Clean walls & skirting boards
- Clean doors & woodwork
- Clean windows, window sills & window tracks
- Clean curtains and blinds
- Clean light fittings
- Clean air conditioner vents or wall air conditioner pads

## 6. BEDROOMS

- Clean mirror
- Wipe front of cupboards
- Wipe out cupboards & draws
- Wash & sweep hard floors
- Clean walls & skirting boards
- Clean doors & woodwork
- Clean windows, window sills & window tracks
- Clean curtains and/or blinds
- Clean light fittings
- Clean air conditioning vents

## 7. LAUNDRY

- Clean laundry tub
- Wipe front of cupboards
- Wipe out cupboards and draws
- Wash & sweep hard floors
- Clean walls & skirting boards
- Clean doors & woodwork
- Clean windows, window sills & window tracks
- Clean light fittings

## 8. OUTSIDE

- Sweep verandahs & pathways
- Clean windows & fly screens
- Mow lawns, trim edges & tidy gardens
- Clear guttering of leaves
- Remove cobwebs from eaves & guttering
- Remove any rubbish
- Clean & empty garden shed
- Empty & wash bins
- Clean driveway from oil & grease
- Where pets have been permitted, check that the garden are free from animal droppings

## 9. POOL

- Clean pool filter & pool water
- Check that all pool equipment is in good condition and in working order

## 10. FINALLY

- Check that all cupboards and draws are empty
- Check shed & garage
- Check letterbox
- Lock all windows
- Lock all doors including security doors
- Arrange disconnection of electricity, phone & gas
- Arrange the redirection of mail