

# NOTICE TO VACATE



DATE	
Tenant Name/s	
Property Address	
Vacate Date	
Reason for Vacating	
Forwarding Address	

## Bank Account Details for Bond Refund

Account Name	
BSB	
Account Number	

**Please tick the following to show you have read, understand and agree to the conditions below;**

- An outgoing inspection will be conducted within reasonable time and extra rent will be charged if keys aren't handed back to Remax Elite by **5pm** on the 'Vacate Day';
- Tenants have received a copy of the final inspection guide and will use this to prepare their property for final inspection, to ensure the property is in good condition it was, when it was handed over;
- A final water meter will be read and the final account will be calculated (if applicable);
- The lease agreement states that tenants are required to give reasonable access to prospective tenants to view the property. The leasing consultant will be in contact to organise a suitable time;
- To have permission to claim for your bond online, as it is a faster process to ensure your bond is returned in prompt timing, taking into account the below;
- That when the bond is claimed for, it can take up to 14 business days for your bond to be returned, if monies are owed from vacate, and 2 business days if no monies owed.

**Signature/s:**