NOTICE TO VACATE

Date	
Tenant name/s	
Property address	
Vacate Date	
Reason for Vacating	

Contact number	
Email address	
Forwarding address	

Bank account details for Bond Refund

Account name	
BSB:	
ACC Number:	

Please tick the following to show you have read and understood the statements below.

- ☐ Please ensure the electricity remains connected for at least (5) days after the specified vacate date. This allows for carpets/cleaning to be conducted where required.
- ☐ A final water meter read will be taken on Final Inspection and the invoice will be emailed to you for payment – Please advise Property Manager if you would like this invoice deducted from your bond.
- ☐ Allowing reasonable notice, the Property Manager will contact you in the last 2 weeks of your tenancy if a prospective tenant would like to view the property. Your cooperation in agreeing to a mutually suitable time is appreciated.

Signature/s: _____