

VACATING NOTIFICATION

Name:

Address:

Date Vacating:

Lease Expiry Date:(*See Below)

Current Telephone Numbers: Work:

Home:

I/We allow Citywide Rentals to:

Tell prospective tenants the address of the property to "Drive-by",
With appropriate notice, allow prospective tenants through the property to inspect,
prior to out vacating the property.

Should I/We vacate the property prior to my two week's notice, I/We understand
that I/We am/are still liable to pay rent until the two weeks notice has expired,
unless a new tenant commences occupancy before the two weeks notice expiry
date.

* **TERMINATION:** In accordance with the Standard Terms and Conditions of this
agreement, if I/we request an early termination of a fixed term lease. I/We
understand that I/we are responsible for: 1) the rent up to the day a newly
appointed tenant begins paying rent. 2) all costs associated with cleaning,
professional carpet/ curtain/ blind/ verticals cleaning, mowing and pest control. 3)
advertising fees incurred. 4) any administration fees that the owner normally incurs
when the property is let.

When and all personal effects have been removed and cleaning has been
completed, return keys & carpet cleaning receipt to this office prior to 10.00am so
that we may arrange to inspect the property.

Please complete the following details:

FORWARDING ADDRESS:.....

FORWARDING PHONE NO:.....

SIGNATURE/S:

TODAY'S DATE:

Attached please find a list of items requiring attention upon vacating.

GETTING YOUR BOND BACK

RETURN ALL KEYS, RENT CARD, EXIT CONDITION REPORT AND RECEIPTS TO OFFICE BY 10:00 AM ON THE VACATING DAY.

ALL CLEANING (GENERAL, CARPETS, CURTAINS / DRAPES / VERTICALS, GARDEN MAINTENANCE, FUMIGATION, POOL HANDBACK REPORT) ETC MUST BE COMPLETED PRIOR TO HANDING IN KEYS AT 10AM ON THE VACATING DATE. IF THIS WORK IS NOT COMPLETED YOU ARE RESPONSIBLE FOR THE RENT UP TO THE DAY THE ENTIRE CLEANING ETC IS COMPLETED AND THE PROPERTY IS READY FOR INSPECTION BY THE PROPERTY MANAGER.

IF YOU WISH TO ATTEND THE VACATING INSPECTION PLEASE ADVISE OF THIS WHEN YOU HAND IN YOUR KEYS.

CLEANING

GENERALLY

- Clean all walls, windows, doors, & all doors/window tracks, ceiling fans & skirting boards.
- Hose flyscreens and security screens.
- Sweep and mop all floors, removing marks.
- Clean light fittings, remove all cobwebs.
- Clean marks off light switches, power points, & around door handles.
- Wipe down and remove all dust from skirting boards, picture frames, window sills, etc.
- Clean all air-conditioner filters.

KITCHEN

- Clean inside, outside and tops of cupboards and doors.
- Clean inside, outside and around stove.
- Clean rangehood and filter.

BATHROOM

- All floors, mirrors and windows and window tracks.
- Inside and outside all cupboards.
- Toilet, bath, shower recess (tiles and screen do get a scum build-up on them - this is to be removed), glass screen and vanity.
- Shower curtain wash with bleach.

LAUNDRY

- Inside, outside of dryer, remove lint from filter.
- Clean laundry tub & inside bottom cupboard of tub.

GARAGE/CARPORT, DRIVEWAYS & PATIOS

- Sweep out and remove any oil residue from concrete.
- Remove all rubbish from the wheelie bins and hose out prior to the inspection.
- Close garage door.

YARD

- Lawns to be mowed, edges trimmed, garden beds weeded.
- ALL GARDEN TRIMMINGS AND GRASS CLIPPINGS MUST BE REMOVED FROM THE PROPERTY. We recommend CRAIGS MOWING SERVICE 0417 607 672

