

# 28 DAY - NOTICE TO VACATE

email completed form to rentals@keithwilliams.com.au



I/We \_\_\_\_\_  
(Renter Name/s)

of \_\_\_\_\_  
(Rental Property Address)

Hereby give the required 28 days notice of my/our intention to vacate the above property.

**\*\*PLEASE NOTE – VACATE DATES CANNOT BE EXTENDED\*\***

This notice will expire: \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We intend to vacate and return the keys to the premises on: \_\_\_\_/\_\_\_\_/\_\_\_\_

I/We are vacating for the following reason: (must be completed)

Forwarding Address: (must be completed)

\_\_\_\_\_

Contact name: \_\_\_\_\_(M): \_\_\_\_\_

Email: \_\_\_\_\_

Lease expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Break Lease? YES / NO

If yes, a Break Lease Form **must** be completed.

I hereby acknowledge that I am responsible to maintain the rental property and pay rent up to and including the vacating date. That you are aware that you will have fully vacated the property, have it clean/tidy, and all keys/remotes to the property returned to our office by 5pm on the final vacate day.

\*We strongly suggest booking professional services now, as they are booked out weeks in advance\*

## To be signed by all renters:

Print name/s: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\* Please login to your Rental Rewards account now and cancel any automated payments, this will help prevent any future debits once you have vacated \*\*\***

## Office Use Only

- ☐ Advise RRP to release Y / N confirm rent \$ \_\_\_\_\_ Date: / /
- ☐ Update PT renter contact details & F/A
- ☐ Vacate date entered in PT
- ☐ Proof Advertising/pics/rent + upload
- ☐ Final Inspection booked in calendar Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ at: \_\_\_\_ am/pm
- ☐ New authorities completed
- ☐ Disclosure statement
- ☐ Gas Safety Check
- ☐ Electrical Safety Check
- ☐ Letters Completed (reception)
- ☐ Professional clean/ Clauses
- ☐ Email confirmation to RRP & R