

## NOTICE TO VACATE

**PROPERTY:** \_\_\_\_\_

**NAME:**      **TENANT 1:** \_\_\_\_\_ **TENANT 2:** \_\_\_\_\_

**TENANT 3:** \_\_\_\_\_

**VACATE DATE:** \_\_\_\_\_

I/We \_\_\_\_\_ as Tenants of the above property hereby give 28 days notice of our intention to vacate the property from today's date being \_\_\_\_\_ .

We confirm that we hand over vacant possession on the date of \_\_\_\_\_ by 10am.

**SIGNED:**      **TENANT 1:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TENANT 2:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TENANT 3:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

For re-letting purposes please provide the following contact numbers:

**HOME:** \_\_\_\_\_ **WORK:** \_\_\_\_\_

**MOB 1:** \_\_\_\_\_ **MOB 2:** \_\_\_\_\_ **MOB 3:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

A final inspection will be conducted once the premises have been vacated and all keys returned to our office and any outstanding rent paid.

Once the keys to the property have been returned to our office, no further access to the property will be granted under any circumstances. Please note that rent is payable up to the day that keys are returned to our office.

Your bond will be refunded direct to your bank account from the Residential Tenancies Bond Authority once the out-going inspection has been completed and the appropriate paper work has been signed by all parties and the rent has been paid in full.

**Please forward this original notice to:**

**PO Box 343, Narre Warren VIC 3805**

Email: [rentals@justrealestate.com.au](mailto:rentals@justrealestate.com.au)

*Your property manager will confirm receipt of this notice by forwarding confirmation in writing of your vacate date together with a final rental figure and final cleaning inspection guide.*