



NOTICE TO VACATE

Date ____/____/____

Property _____

Tenant/s _____
(All Lessees of the premises)

This is to confirm that I / We will be vacating the above premises on ____/____/____ and agree that the Agent is permitted to carry out inspections of the property with prospective tenants during normal business hours and that the Agent is permitted to use the key held for this purpose. Prospective tenants inspecting the premises will always be accompanied by the Agent.

I understand that the property will be subject to inspections up until the vacating date.

We will confirm all inspections by contacting the above mentioned on:

Telephone Number (W) _____ (H) _____ (M) _____

Forwarding Address is: _____

I acknowledge that as per the Lease Agreement I am responsible for the payment of rent and water consumption until the expiration of the required notice to vacate period or when the keys are returned to First National Mudgee, whichever occurs later. Unless other arrangements are made, we acknowledge the water consumed invoice and rental monies outstanding to vacating will be claimed from the Rental Bond.

I/we acknowledge that it is in our best interest to be in attendance at the checkout inspection.

Signature/s _____ Date _____

On returning the keys to our office, please arrange a time and date for the checkout inspection to be completed with our Property Management Staff.

Cancellation of Direct Debit

Please make my last Direct Debit date ____/____/____ (date). All water and rent to be paid up to vacating date (prior to cancellation of direct debit).

Signature/s _____

Date _____