first national | REAL ESTATE | Westwood

Tenants Notice to Vacate

28 DAYS NOTICED REQUIRED (FROM RECEIVED DATE)

Blank Copies may be downloaded from www.westwoodfn.com.au
Fax completed signed form to 03 9731 1106 or scan signed copy & email to rentals@westwoodfn.com.au

Date: _____

Property Address: _____

Vacating day & date: _____

Tenancy agreement expiry date: _____

Are you vacating prior to expiry date: ☐ Yes ☐ No   *If Yes please refer to special conditions in your Tenancy Agreement*

Rental payments are made via Direct Debit: ☐ Yes ☐ No

Tenant 1 name on lease	Tenant 2 name on lease	Tenant 3 name on lease
New address for above tenant	**New address for above tenant**	**New address for above tenant**
Tenant daytime phone	**Tenant daytime phone**	**Tenant daytime phone**
Phone no. at new address	**Phone no. at new address**	**Phone no. at new address**

I / We have retained a copy of this at the time of signing.

Signature of above tenant   **Signature of above tenant**   **Signature of above tenant**

_____   _____   _____

I / We authorise First National Westwood of 1 Synnot St Werribee to give information to all credit providers and parties requiring references. I/We understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Signature of above tenant   **Signature of above tenant**   **Signature of above tenant**

_____   _____   _____

Date _____   **Date** _____   **Date** _____

OFFICE USE ONLY
Received by First National Westwood at 1 Synnot Street Werribee:
Signed: _____
Date: _____

F:\Worksheets\Property Management\Tenant\Tenants Notice to Vacate 2019.docx

VACATING CHECKLIST to be completed by PM

Property Address:	
Tenant Name:	
Key Return Date:	

OLD RENT AMOUNT:	RE-ADVERTISE:	NEW RENTAL AMOUNT:
$ per week	YES ☐ NO ☐	$ per week
		$ bond

☐   **Break Lease**   ☐   **Normal**

Receiving NTV

	PM	
☐ Landlord Notified by phone of tenant's intention		Date: / /
☐ Email confirming call with dates, figures etc.		Date: / /
☐ Vacate dates in Platform, note made and box ticked in Details		Date: / /
☐ Un-tick tenant Direct Debit		Date: / /
☐ Break Lease & rent owed invoices added		Date: / /
☐ Diarise Final Inspection date in outlook		Date: / /
☐ Set up final inspection in Platform		Date: / /
☐ Email sent to Tenant with eBook (Platform: T confirm NTV OR T Confirm NTV Break)		Date: / /
☐ Email sent to Landlord (Platform: L no phone confirm NTV OR L Confirm NTV OR L NTV BREAK)		Date: / /
☐ Order Board	PM	Date: / /
☐ Take new pics if required		Date: / /
☐ Property Manager to start advertising on Platform		Date: / /
☐ Property Manager to start process on Inspect Real Estate		Date: / /

Once Tenant Vacates

	PM	
☐ Ensure ALL Keys & Remotes returned by tenant		Date: / /
☐ ALL Keys & Remotes checked against ingoing copy		Date: / /
☐ Add tenant forwarding address on Platform		Date: / /
☐ Final Inspection completed		Date: / /
☐ Contact Landlord t o advise results of final if LLD didn't attend		Date: / /
☐ Tenant advised of any items to be rectified		Date: / /
☐ Tenant advised of any rent owed & arrange payment		Date: / /
☐ Tenant rectified items & payed outstanding monies		Date: / /
☐ Bond claim form given to tenants minus any expenses		Date: / /
☐ Apply to VCAT if needed to claim part or all the bond		Date: / /
☐ Landlord approved bond return		Date: / /
☐ Ensure any work orders relating to tenant closed off		Date: / /
☐ Break Lease Invoice entered onto system if required		Date: / /
☐ Check to make sure no unpaid invoices against property		Date: / /
☐ Copy of signed bond claim form & confirmation in file		Date: / /
☐ Tenant File placed in tenant archiving tub for archiving		Date: / /