



Tenant Vacate Notice

Email: admin@empm.com.au or drop off at 323 Bronzewing Ave PO Box 1167 Howard Springs NT 0835

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on: _____

END OF LEASE – End of Fixed Term / Periodical / Defence Clause / Territory Housing Clause (not accepted unless you advised on the Tenancy Application and a copy of notification is needed).

I/We understand that I/we am/are required to give **14 /30** days notice, under the terms of my/our Tenancy Agreement. * Defence Clause & Territory Housing Clause- also applicable: Point 1, 2 & 4 as per 'Lease Break'.

LEASE BREAK

I/We understand that I/we am/are breaking my/our Tenancy Agreement and acknowledge that I/We am/are responsible to:

- 1 Pay rent** until either a new Tenants Lease starts or until the Tenancy Agreement expires (whichever happens first). Acknowledge that I/We are also still responsible for the condition of the property. I /We acknowledge that if rental payments cease, I/We may be placed on the defaulting Tenant database- TICA. (Names stay on this database for 7 years).
- 2 Pay the costs** of any advertising agreed to, by me/us and **agent**. (\$40 per NT News advertisement. \$40 for Realestate.com.au up load). *Agent will upload property on Realestate.com.au as soon as notification received. Tenant needs to pay for advertising in the NT News before advert is placed in NT News. Owner to be reimbursed from Tenants Bond if this is not paid beforehand.
- 3 Pay an Administration** cost in establishing a new tenancy - is worked on a pro-rata basis (1 weeks rent x No. of weeks to expiry date, divided by $\frac{3}{4}$ of Lease term). Exact amount will not be known until a new Tenancy is secured. Owner to be reimbursed from Tenants Bond if this is not paid beforehand.
- 4 Are aware** the bond can be retained to cover loss of rent and other costs incurred in finding a new tenant and or if cleaning needs to be done and until all keys have been returned (e.g. Power, 'Show & Tell' for Pool/Spa if applicable). **RT08-Retain Bond notice (processed within 12 weeks) or straight Bond refunds are processed within 7 working days.**

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

Bond refund: Cheque / Eft. (bank details) Account name: _____
BSB: _____ Acc. No.: _____

*Please be aware- you may be charged \$15 if a cheque has to be cancelled or \$2.50 if bank account details are incorrect. These are the amounts the bank charges for cancellations/incorrect details.

Would you like your Property Manager to assist you in finding another property with this Agency? Yes/No

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work: _____ Home: _____

Mobile: _____

Email: _____

Signed: _____ Date: _____
Tenant(s)

323 Bronzewing Ave PO Box 1167 Howard Springs NT 0835

Ph: (08) 8983 1800

www.empm.com.au

ABN 62 023 797 552

Licensed Real Estate Agent & member of REINT



FINAL INSPECTION GUIDE

(Please also refer to Property Condition Report from the start of the Lease)

POWER MUST REMAIN ON FOR FINAL INSPECTION (Or it will be reconnected at your cost).

The following information has been prepared to assist you when vacating the property you have been renting through **this office**.

Please note that we cannot inspect the property until you have removed all belongings and have either returned the keys or made an appointment with your Property Manager. Any keys given to friends or relatives should also be handed back.

Power to remain ON until Vacate Property Condition Report is accepted

We ask that before the Final Inspection you:

- Ensure that our office has your new forwarding address and contact details. Remember to re-direct all mail to your new address and disconnect the phone.
- You pay your rent until the Lease expires or until keys returned.
- Pest Spray & Pool/Spa chemically balance is done by a Professional- receipt/s to be provided (if Cats or Dogs kept on premises and if Pool/Spa on property)
- Gas bottle refill receipt to be provided (if applicable)
- Return **ALL** keys to this office including letterbox keys and Council tip toggle.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in returning your bond:-

- 1 **ALL items damaged during this Lease, to be repaired or replaced.**
- 2 The property is left in a very clean and tidy condition throughout and that carpets and fabric covered furniture are cleaned by a professional tradesperson.
- 3 All cupboards, shelves, drawers and benches to be cleaned.
- 4 All ceilings, light covers and fans to be cleaned.
- 5 All airconditioner covers and filters to be cleaned.
- 6 Walls, skirting boards and ALL doors to be cleaned of all marks, dust or cobwebs.
- 7 Stove, griller, oven, range hood, exhaust fans, fridge and other white goods to be spotless. (SEE **Cleaning tips**)
- 8 Windows, fly mesh and sills to be cleaned inside and outside where possible.
- 9 Any furniture, curtains or other items included with the property to be returned to original rooms.
- 10 Clean venetian blinds and wash curtains. (SEE **Cleaning tips**)



- 11 Remove mould, cobwebs and dust from all outside surfaces.
- 12 All garbage, bottles and rubbish to be removed from the premises and council bins cleaned.
- 13 The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
- 14 Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles, grouting and shower screens. Ceiling mould must also be removed. Toilets to be cleaned inside and out.
- 15 Lawns mowed, edges trimmed and gardens weeded. SEE Special Conditions of your Lease.

PLEASE NOTE THAT RENT IS DUE AND PAYABLE UNTIL ALL KEYS ARE RETURNED.

CLEANING TIPS

Care advise

Note: IT IS THE TENANTS RESPONSIBILITY TO TEST, CLEAN AND MAINTAIN (BY CHANGING A BATTERY WHEN NEEDED) DURING YOUR LEASE. About once a month is a good time to clean your smoke detector/s. A vacuum cleaner, broom or feather duster can be used for this.

- **ELECTRIC STOVES ONLY**- slide stove out carefully ensuring not to scratch the floor to clean sides and back, floor to be included, some stoves don't move just clean as much as possible.
- **DO NOT MOVE GAS STOVES**
- **Range hood**- Remove all grease from filter, light cover, top & sides
- **Curtains – Vertical Blinds** - wipe down with warm soapy water on damp cloth. **Thermal backed curtains** - vacuum front and back of webs and dust and wipe with warm soapy water on damp cloth to remove any marks, **DO NOT** put in washing machine. **Venetian blinds** - vacuum off dust and webs wipe with warm soapy water on damp cloth. **Timber blinds** - vacuum off dust and webs wipe with damp cloth only.

White goods:

- If **Fridge** with property it is to be turned off, cleaned inside and outside (slide fridge out carefully ensuring not to scratch the floor to clean outside and back, floor to be included)
- Clean **washing machine**, particular attention must be paid to filter, remove and wash with detergent (centre piece of agitator), if it can be removed. **Dryer** filter also.

FLOOR CARE- (Timber, Floating Timber and Lino):

1. Place cork, carpet/mat or furniture protector discs under all furniture legs, even items with wheels. This will prevent scratching,
2. Mats at entrances will also protect from scratches,
3. Place mats/towels under heavy furniture when moving; this includes whitegoods, metal cabinets etc.
4. Clean floors with a static mop or vacuum for dust (use correct vacuum head).
5. Wash **Timber** floors with a bucket of hot water and a squirt of kerosene or a mild detergent. You can usually obtain odourless kerosene from Bunnings (if desired),
6. **REMEMBER** to wring the mop out before cleaning the floor; **DO NOT** swamp the floor water. The floor should be drying off behind you as you are cleaning it.

Important!! Keep methylated spirits and other volatile substances away from the floor i.e. nail polish remover and over cleaners. Pets' urine in scatter rugs will stain if left to soak long enough.