

# Hatch Realty

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Office Use

Date Received:

## NOTICE OF INTENTION TO VACATE THE PROPERTY

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

As per our tenancy agreement I/we \_\_\_\_\_ hereby advise that I/we will be vacating the above property by the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ (midnight)

Our tenancy agreement has *already expired* / *will expire* on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

I/we are aware that this notice must be given 14 days prior (fixed term agreement) or 21 days prior (continuing agreement) to vacating and if we fail to do this rent will be charged up until 14 days or 21 days after receipt of this notice. I/we are also aware that this notice does not take affect until received by our Real Estate office and signed by all tenants.

I/we are aware the rent will be charged up to and including the day we return the keys and remotes to the office.

Keys must be returned to our office on or before the above vacating date or you will incur additional rent at a daily rate. I/we advise that I/we on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. I/we will have the property clean and tidy as per the cleaning list, for your inspection.

I/we are aware that our names will be recorded with the Tenancy Information Centre of Australia if we fail to leave the property in good repair or vacate with an outstanding debt to the Landlord.

Current day time number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email \_\_\_\_\_

SIGNED (Tenant 2): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email \_\_\_\_\_

SIGNED (Tenant 3): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email \_\_\_\_\_

REASON FOR VACATING PROPERTY: \_\_\_\_\_

## VACATED PREMISES CLEANING CHECKLIST

### General Clean

- Carpets – professionally cleaned – Butler’s Carpet Cleaning 9719 8777
- Floor boards – sweep & mop
- Floor tiles – sweep, scrub marks & mop clean
- Skirting boards – dust & wipe clean
- Walls, picture rails & stairwells – dust & wipe clean
- Ceilings & cornices – dust & wipe clean
- Ceiling lights & fans – dust & spot clean
- Air conditioner vents/console – dust & wipe clean
- Light switches & power points – dust & wipe clean
- Doors & door frames – dust & wipe clean
- Window frames, flyscreens & sills – dust & wipe clean
- Blinds – dust & remove cobwebs
- Built-in book & display shelves – wipe clean
- Linen, walk in & storage cupboards – wipe clean
- Veranda/balcony door frames & sills – wipe clean
- Veranda/balcony – sweep & mop

### Kitchen/Laundry

- Sinks, benchtops, tiled walls
- Cupboards/pantry – drawers, doors, shelves, tops cleaned
- Oven, stove top, rangehood – degrease & wash
- Microwave – degrease & wash
- Light switches & power points – wipe clean
- Windows, window frames, flyscreens & sills – wipe clean
- Blinds, air conditioner, exhaust fans – dust & wipe
- Doors, door frames & skirting boards – wipe clean
- Walls, picture rails, cornices & ceilings – dust & wipe
- Light fittings & ceiling fans – dust & remove cobwebs
- Floors tiles/floor boards – sweep/mop clean
- Refrigerator/freezer (furnished) – wash & wipe clean
- Washer/dryer control panels/top (furnished) – wipe clean

### Bathrooms

- Bathtub – wash, sanitise, rinse & wipe clean
- Shower recess, fittings, glass screens – scrub/wash clean
- Toilet – scrubbed, disinfected & wipe outside bowl/'S' bend
- Built in cupboard – doors & shelves wipe clean
- Vanity cupboard – shelves, drawers & doors wiped clean
- Vanity basin, benchtop & mirror – scrub, sanitise & clean
- Windows, flyscreens & sills – wipe clean
- Blinds, ceiling lights & exhaust fans – dust clean
- Doors & door frames – wipe clean
- Light switches, exhaust fan & power points – wipe clean
- Wall & floor tiles – scrub, sanitise & wipe clean
- Ceilings, cornices & plaster walls – dust clean
- Taps & towel bars – polish clean

### **Bedrooms & Study**

- ❑ Built/walk-in wardrobes – dust & wipe clean
- ❑ Mirrors – dust & polish
- ❑ Stand alone cupboards & cabinets – dust & wipe clean
- ❑ Cabinets, bedside tables & lamps (furnished) – clean & wipe clean
- ❑ Beds & mattresses (furnished) – dust & vacuum clean
- ❑ Desks (furnished) – dusted & wiped clean
- ❑ Artwork & frames (furnished) – dust clean

### **Living Rooms & Common Areas**

- ❑ Built in cupboards & cabinets – dust & wipe clean
- ❑ Dining tables (furnished) – dust & wipe clean
- ❑ Cupboards, cabinets & side tables (furnished) – dust & wipe clean
- ❑ Lampshades & bases (furnished) – dust & wipe clean
- ❑ Couch & cushions (furnished) – steam cleaned
- ❑ Artwork & frames (furnished) – dust clean