

Tenant Vacating Notice

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on: _____, being the required amount of notice as set out in my/our Residential Tenancy Agreement.

I/We would like to be present at the outgoing inspection with the agent: YES/NO

My/our reason for vacating is: _____

My/our forwarding address will be: _____

My/our bank account details are as follows: Account Name: _____

BSB: _____ - _____ **(must be 6 digits)**

Account Number: _____

A for lease sign will be erected at the property.

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

- (a) The Raine and Horne Staff using the office set of keys; or
- (b) Contacting me/us on: Work: _____ Home: _____
Mobile: _____
- (a) I/we will organise to have the carpets professionally steam cleaned and agree to present a copy of the receipt to Raine and Horne Dubbo; OR
- (b) I/we would like Raine and Horne Dubbo to organise the carpet cleaning on my/our behalf and deduct the cost of the invoice from my/our bond.

Signed: _____ Date: _____

OFFICE USE ONLY – PORTFOLIO MANAGERS NAME _____	
Date notice received: _____	Tenant confirmation: <input type="checkbox"/>
Tenancy Agreement Expiry Date: _____	Update Internet (photo & Ad): <input type="checkbox"/>
Current rent \$pw: _____	Signboard Organised: <input type="checkbox"/>
Revised Rent: \$ _____ pw	Pre-vacate Inspection Org: <input type="checkbox"/>
Recorded on Computer: <input type="checkbox"/>	Final Inspection Org: <input type="checkbox"/>
Landlord letter sent: <input type="checkbox"/>	Carpet Cleaning Org: <input type="checkbox"/>
Landlord phoned: <input type="checkbox"/>	Number of bedrooms : _____

We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real estate and tax laws require some of the above mentioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information you can do so by contacting us at the corner of Macquarie & Cobra Streets, Dubbo, Phone (02) 6882 1755, Fax (02) 6884 2229 and e-mail pm@rhdubbo.com.au. You can correct this information if it is inaccurate, incomplete or out of date.
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