To: First National Collie & Tierney (Mda) Pty Ltd; 67 Lime Avenue Mildura Vic 3500

I/We ………………………………………………………………………………………………………………………………………….of ……………………
Hereby notify my/our intent to vacate the above premises on the
………………………………….…….day of…………………………………………………………………………………………20……..

I acknowledge that my/our Lease expires/expired on the
………………………………….…….day of…………………………………………………………………………………………20……..

I/we hereby acknowledge that I/we are responsible for the following costs:

- Rental payments until the commencement date of the new Tenant/s Tenancy Agreement or until the expiration of my lease, whichever is the soonest

- Pro rata Leasing Fee based on the remaining months of my fixed term Lease Agreement calculated from 1.5 weeks rental + GST per annum. Upon finding a Tenant the leasing fee will be calculated and relayed onto you.

- Costs incurred from advertising on the Internet, in the Sunraysia Daily newspaper, and for a ‘To Let’ sign, in order to re-let the above property. A total of $110.00

- Lower Murray Water Reading fee charge of $45.05

I/we further acknowledge that upon handing in this notice I will make the property available for open inspections which will be organised through the Agent ONLY. Twenty Four (24) hours notice will be given for all inspections.

* OPEN INSPECTION TIME: ___________________________ ______________________________

* BOND BACK BOOKLET ( )

SIGN .......................................................... DATE ..........................................................
### PROPERTY DETAILS

<table>
<thead>
<tr>
<th>Current Rental -</th>
<th>$................... per week</th>
<th>Alpha Index: ..................</th>
<th>Key No: ...........</th>
</tr>
</thead>
</table>

**PPty Type:**
- House [ ]
- Townhouse [ ]
- Unit [ ]

**Bedrooms:**
- No: ______
- Built in robes: ______
- Walk in robe: ______

**Internal rooms:**
- Ensuite [ ]
- Semi-ensuite [ ]
- Lounge [ ]
- Sunroom [ ]
- Bungalow [ ]
- Dining [ ]
- Open living [ ]
- Family [ ]
- Study [ ]

**Kitchen:**
- Elec stove [ ]
- Gas stove [ ]
- Elec oven [ ]
- Fridge [ ]
- Pantry [ ]
- Gas Oven [ ]
- Bottled Gas [ ]
- Natural Gas [ ]

**Bathroom:**
- Sep shwr [ ]
- Bath [ ]
- Spa bath [ ]
- Shwr over bth [ ]

**Laundry:**
- Indoor [ ]
- Outdoor [ ]
- In bthrm [ ]
- W/Machine [ ]

**Heating/Cooling:**
- Gas [ ]
- Elec [ ]
- Wood [ ]
- Oil [ ]
- Open fire [ ]
- R/C unit [ ]
- Ducted r/c [ ]
- Evap a/c [ ]
- Refrig unit [ ]
- Bottled Gas/Natural [ ]

**Car:**
- Garage [ ]
- Carport [ ]
- Space [ ]
- Double [ ]
- Single [ ]
- Auto door [ ]
- Manual door [ ]

**Shed:**
- Garden [ ]
- Medium [ ]
- Large [ ]
- Workshop [ ]

**Yard:**
- Small [ ]
- Medium [ ]
- Large [ ]
- Enclosed [ ]

**Other:**
- Inground pool [ ]
- Above ground pool [ ]
- Pergola [ ]
- Sprinkler System [ ]
- Rear lane access [ ]
- Bin collection day __________________

**Other relevant details:**

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**PM Department**

<table>
<thead>
<tr>
<th>Property to be advertised</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign required</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Advertised at $___________</td>
<td>Bond: $___________</td>
<td></td>
</tr>
<tr>
<td>PM to check Photos are current</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>PM to check Features are up to date &amp; add Catch Phrase (Rest)</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Tenant vacating date entered into Rest</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Property listed on Rental List / Internet</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Sign UP Entered in book</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>PMA to scan completed form to FileSmart</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Letter to landlord</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Letter to tenant (enc cleaning guide &amp; copy of NTV)</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Bond Claim Form &amp; Vacated Tenant Form completed</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Attach photocopy of condition report &amp; original photos</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Copy of Key List &amp; copy of NTV filed in Vacating Folder at reception</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Cancel pending Routine Inspection for vacating tenant (Rest)</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Final Inspection time booked into PM's diary</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>Follow up call 1 week prior to vacate Scheduled in PMA's diary</td>
<td>______</td>
<td></td>
</tr>
</tbody>
</table>

**Any Additional Comments**

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**PM Initial**

**Reception Initial**

<table>
<thead>
<tr>
<th>NTV handed in</th>
<th>Paperwork received &amp; dated</th>
<th>Calculate Rent to vacate date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Letter to landlord**

**Vacating Paperwork received**

<table>
<thead>
<tr>
<th>Rent Paid to vacate date/lease exp</th>
<th>Lease Break fee paid</th>
<th>Advertising Fee paid</th>
<th>$110</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Follow up call 1 week prior to vacate Scheduled in PMA's diary**

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<table>
<thead>
<tr>
<th>Carpet receipt photocopied</th>
<th>If no key tag please add new key tag or update if old</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Keys/Remotes checked off list</td>
</tr>
</tbody>
</table>

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**Any Additional Comments**

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