

Notice of Intention to Vacate

Please complete all boxes

tome bros (since 1924)

9597 5777

A. TENANT & PROPERTY DETAILS

Tome Bros Pty Ltd – Tome Bros. Real Estate

Address: 94 Railway Street Rockdale NSW 2216
Phone no. (02) 9597 5777
Fax no. (02) 9597 2060
Email: home@tome.com.au

AS: Managing Agents of the following property

I/we wish to advise that I/we (Tenants shown on Tenancy Agreement)

Mr Ms Miss Mrs. Other

Surname _____ Given name/s _____

Date of Birth _____ Driver's licence no. _____ Driver's licence state _____

Mr Ms Miss Mrs. Other

Surname _____ Given name/s _____

Date of Birth _____ Driver's licence no. _____ Driver's licence state _____

As Tenant/s of the property at

Postcode _____

Can be contacted (eg for arranging a final inspection) on

Home phone no. _____ Mobile phone no. _____

Work phone no. _____ Fax no. _____

Email address _____

hereby give 14 or 21 days notice (whichever is required) from tomorrow's date that I/we intend to vacate the above mentioned property, in accordance with the Residential Tenancy Agreement, on

Time _____ Date _____

What date does the Residential Tenancy Agreement expire? _____

Reason for leaving _____

NOTES

If your lease has not expired by the above stated vacating date, you will be charged/liable for:

- Letting fee equivalent to [x weeks rent (plus GST)]
- Advertising costs (plus GST) associated with re-letting the property,
- Agreement preparation fee (plus GST), and
- Rent until the property is re-let or until the lease expires, whichever is sooner. (As your bond is held with the Office of Fair Trading, you are not able to regard it as rent.)

WHEN COMPLETE, PLEASE FAX THIS FORM TO THE AGENT ON (02) 95972060 OR EMAIL TO home@tome.com.au

My/our forwarding contact details (eg for the return of any security deposit from Renting Services, Office of Fair Trading) will be

New address or postal address

Postcode _____

Home phone no. _____ Mobile phone no. _____

Work phone no. _____ Fax no. _____

Email address _____

B. UTILITY CONNECTIONS

ID: PPROC

If you would like assistance, (at no additional charge) with the connection of telephone, electricity and gas to your new home then tick the box below. UtilityOne will then contact you and explain the details of the services available.

Please contact me regarding CONNECTION of my utilities

Address for connection – IF DIFFERENT FROM FORWARDING ADDRESS

Postcode _____

Date connection required

_____|_____|_____| Day _____|_____|_____| Month _____|_____|_____| Year

Utility connection services are provided by



Phone: 13 18 19 Email: contact@utilityone.com.au
Fax: 1300 73 18 19 Web: www.utilityone.com.au

If the box in this section is ticked, UtilityOne will use the information on this page to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). All details on this page must be completed for the service to be provided. Personal information collected by UtilityOne may be accessed by contacting UtilityOne using the contact details above. There is no charge for the UtilityOne service; Normal service provider fees or bonds may apply.

C. DECLARATION

I/we have read and understand all of the above information and accept the costs and/or responsibilities associated with vacating the above mentioned property.

I/we authorize the agent to give information to all credit providers & parties requiring references. I/we understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

If section B is completed, I consent to the disclosure of this page of the application form to UtilityOne Corporation ACN 096 897 880 for the purpose of enabling UtilityOne to offer the connection and disconnection services to me. Where UtilityOne is requested to arrange for the provision of the services, I consent to UtilityOne disclosing personal information it has collected about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to UtilityOne disclosing confirmation details (including NMI, MIRN, telephone number, water company) to the Agent. I acknowledge that neither UtilityOne nor the Agent accepts any responsibility for: any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. The Agent has a commercial relationship with UtilityOne. I acknowledge that UtilityOne, the Agent and its employees may receive a fee and/or benefit of up to \$50 in value (cash and/or reward points) from a utility service provider in relation to the connection of a utility service.

Signature/s _____ Date _____

Property manager's name _____ Page faxed to UtilityOne (if required) _____

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VACATING CHECKLIST – OFFICE USE ONLY

End Lease Break Lease Notice To Vacate served

PROPERTY MANAGER NAME

Date vacating notice received

Landlord Name/s

Landlord Phone Number/s

Length Of Lease: From To

Vacating Date

Board Organised

Owner to inspect Date Time

Final inspection organised Date Time

Mains switches off

UtilityOne faxed (if necessary)

Landlord informed of condition

Tenant contacted to rectify discrepancies

Lease Break form returned

Bond Claim signed Amount deducted from Bond

Keys returned Date

Rent card/Deposit Book returned

Tenancy Database Lodgement

Bond Claim sent/faxed Date

Vacating date entered in PC

PROPERTY MANAGEMENT ASSISTANT

Letter sent to Tenant Letter sent to Landlord

RENTAL LIST MANAGER

Entered onto rental list / website

Current Amount New Amount

Available Key in office By appointment

TRUST ACCOUNTANT

OUTGOINGS		CALCULATIONS	
REPAIRS	\$	AMOUNT OF BOND	\$
CLEANING	\$	LESS TOTAL OUTGOINGS	\$
OUTSTANDING RENT	\$	REFUND	\$
LETTING FEE (incl GST)	\$		
OTHER OUTGOINGS	\$	DATE PAID	/ /
TOTAL OUTGOINGS	\$	DATE - APPL. TO VACATE	

Tenant File Archived