

## Notice to Vacate 21 Days minimum

I/We (Name)						
Of (address)						
I/we hereby give the required 21 days Notice of my/our intention to vacate the above mentioned property now that the fixed term of the tenancy has expired.						
I/we understand I/we will pay rent up to and including / / as our final date at the property, with the below list completed and ready for a Final Inspection at 10am on the same date. All tenants on the Tenancy Agreement accept this vacate date.						
Initial	The property will be completely cleaned and presented in a ready-to-let condition, in line with the properties Inventory and condition report. I/we will complete all items on the Final Inspection Checklist prior to the Final Inspection and return all keys.					
	Pay rent until either a new tenant moves into the property and commences paying rent or until the Tenancy Agreement expires (whichever happens first)					
	The carpets will be professionally steam cleaned, and will be dry ready for the final inspection with a receipt provided at the final inspection					
	I/we will ensure all services including trash packs, internet, phone and other contract services under our name will be withdrawn from the property. ACAT government bins will be left empty and clean <b>at the time of final inspection</b>					
	I/we are aware En Vogue Property Management do not conduct final inspections on weekends, public holidays or outside of the hours 10 am – 2pm.					
	I/we understand access to the property is required to re-let. I/we understand En Vogue is only required to provide 24 hours notice of a required exhibition. However it will be most suitable for the following 15 minute exhibitions to assist with securing a new suitable tenant on the following days (Please circle).					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Contact Details - throughout the moving process

I/We are contactable on the below contact details throughout the relocation.	
Mobile:	Email:
The reason for vacating is:	
Forwarding address is:	

### Signature - of all tenants on tenancy agreement

Signed	Date:
Signed	Date:
Date Received by Agency:	Staff member:

Email completed form to [admin@envogue.com.au](mailto:admin@envogue.com.au) or drop into office. Form is deemed received once formal receipt has been acknowledged from agency to tenant via email.