

# NOTICE OF VACATING PREMISES

TENANT NAME/S \_\_\_\_\_

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

PHONE NO: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(M) \_\_\_\_\_

FORWARDING ADDRESS:

\_\_\_\_\_

NOTICE GIVEN: / / .....  
VACATING DATE: / / .....  
INSPECTION TIME & DATE: / / .....  
TENANTS PAID TO DATE AS OF: / / .....  
PET CLAUSE- PEST SPRAY REQUIRED? .....  
BREAK OF LEASE FEES ENTERED ON CHARGES PAGE .....  
TENANT ARCHIVED IN SYSTEM .....

### **STANDARD VACATE**

I HEREBY GIVE NOTICE THAT I INTEND TO VACATE THE ABOVE PREMISES, I ALSO GIVE PERMISSION THAT INSPECTIONS CAN BE CARRIED OUT DURING THE LAST 14 DAYS DATE. BY SIGNING I ALSO CONSENT TO THE RELEASE OF MY TENANCY DETAILS IN THE EVENT OF REFERENCE CHECKS ARISING FROM ANY FUTURE TENANCY APPLICATIONS.

X \_\_\_\_\_

### **BREAK OF LEASE**

I HEREBY GIVE NOTICE OF MY INTENTION TO BREAK MY LEASE. I ACKNOWLEDGE THAT I WILL BE RESPONSIBLE FOR ALL BREAK OF LEASE FEE'S ASSOCIATED WITH DOING SO. I ALSO WILL ALLOW ADEQUATE ACCESS TO COOPER & COOPER PROPERTY MANAGEMENT TO SHOW THROUGH POTENTIAL TENANTS IN ORDER TO MITIGATE MY LOSS.

X \_\_\_\_\_

# MOVE OUT CHECK LIST – PROPERTY: \_\_\_\_\_

Please tick items on this checklist as task completed to ensure all cleaning done prior to vacating.  
Please sign the form on the reverse and return it with your keys when you vacate the premises.

• NOTE: IF APPLICABLE PLEASE CONTACT YOUR STRATA MANAGER FOR INSTALLATION OF LIFT PADS

- | LIVING/LOUNGE/DINING ROOM                            | STOVE/OVEN (CONT.)                                | BEDROOM 1 (CONT.)                           |
|--|---|---|
| <input type="checkbox"/> Floor                       | <input type="checkbox"/> Oven surfaces            | <input type="checkbox"/> Window frames      |
| <input type="checkbox"/> Walls                       | <input type="checkbox"/> Oven racks               | <input type="checkbox"/> Screens            |
| <input type="checkbox"/> Ceiling                     | <input type="checkbox"/> Oven light               | <input type="checkbox"/> Curtains/blinds    |
| <input type="checkbox"/> Doors                       | <input type="checkbox"/> Griller                  | <input type="checkbox"/> Light switches     |
| <input type="checkbox"/> Door frames                 | <input type="checkbox"/> Griller trays            | <input type="checkbox"/> Light bulbs        |
| <input type="checkbox"/> Window panes                | <b>Dishwasher</b>                                 | <input type="checkbox"/> Light shades       |
| <input type="checkbox"/> Window frames               | <input type="checkbox"/> Inside/parts             | <input type="checkbox"/> Power sockets      |
| <input type="checkbox"/> Screens                     | <input type="checkbox"/> Strainer                 | <input type="checkbox"/> Skirting boards    |
| <input type="checkbox"/> Curtains/blinds             | <input type="checkbox"/> Outside                  | <input type="checkbox"/> Built in wardrobes |
| <input type="checkbox"/> Light switches              | <input type="checkbox"/> Controls                 | <b>BEDROOM 2</b>                            |
| <input type="checkbox"/> Light bulbs                 | <b>BATHROOMS/TOILETS</b>                          | <input type="checkbox"/> Floor              |
| <input type="checkbox"/> Light shades                | <input type="checkbox"/> Floor                    | <input type="checkbox"/> Walls              |
| <input type="checkbox"/> Power sockets               | <input type="checkbox"/> Walls                    | <input type="checkbox"/> Ceiling            |
| <input type="checkbox"/> Skirting boards             | <input type="checkbox"/> Ceiling                  | <input type="checkbox"/> Doors              |
| <b>KITCHEN</b>                                       | <input type="checkbox"/> Doors                    | <input type="checkbox"/> Door frames        |
| <input type="checkbox"/> Floor                       | <input type="checkbox"/> Door frames              | <input type="checkbox"/> Window panes       |
| <input type="checkbox"/> Walls                       | <input type="checkbox"/> Window panes             | <input type="checkbox"/> Window frames      |
| <input type="checkbox"/> Ceiling                     | <input type="checkbox"/> Window frames            | <input type="checkbox"/> Screens            |
| <input type="checkbox"/> Doors                       | <input type="checkbox"/> Screens                  | <input type="checkbox"/> Curtains/blinds    |
| <input type="checkbox"/> Door frames                 | <input type="checkbox"/> Curtains/blinds          | <input type="checkbox"/> Light switches     |
| <input type="checkbox"/> Window panes                | <input type="checkbox"/> Light switches           | <input type="checkbox"/> Light bulbs        |
| <input type="checkbox"/> Window frames               | <input type="checkbox"/> Light bulbs              | <input type="checkbox"/> Light shades       |
| <input type="checkbox"/> Screens                     | <input type="checkbox"/> Light shades             | <input type="checkbox"/> Power sockets      |
| <input type="checkbox"/> Curtains/blinds             | <input type="checkbox"/> Power sockets            | <input type="checkbox"/> Skirting boards    |
| <input type="checkbox"/> Light switches              | <input type="checkbox"/> Skirting boards          | <input type="checkbox"/> Built in wardrobes |
| <input type="checkbox"/> Light bulbs                 | <input type="checkbox"/> Cupboards                | <b>BEDROOM 3</b>                            |
| <input type="checkbox"/> Light shades                | <input type="checkbox"/> Shaving cabinet          | <input type="checkbox"/> Floor              |
| <input type="checkbox"/> Power sockets               | <input type="checkbox"/> Bath                     | <input type="checkbox"/> Walls              |
| <input type="checkbox"/> Skirting boards             | <input type="checkbox"/> Mirror                   | <input type="checkbox"/> Ceiling            |
| <input type="checkbox"/> Kitchen cupboards           | <input type="checkbox"/> Bath/shower              | <input type="checkbox"/> Doors              |
| <input type="checkbox"/> Kitchen drawers             | <input type="checkbox"/> Grout in tiling, etc     | <input type="checkbox"/> Door frames        |
| <input type="checkbox"/> Check under bottom drawer   | <input type="checkbox"/> Benchtops                | <input type="checkbox"/> Window panes       |
| <input type="checkbox"/> Sink/tap                    | <input type="checkbox"/> Fan                      | <input type="checkbox"/> Window frames      |
| <input type="checkbox"/> Sink area                   | <input type="checkbox"/> Toilet bowl/seat/cistern | <input type="checkbox"/> Screens            |
| <input type="checkbox"/> Bench tops                  | <input type="checkbox"/> Towel rails              | <input type="checkbox"/> Curtains/blinds    |
| <input type="checkbox"/> Fan/light                   | <b>BEDROOM 1</b>                                  | <input type="checkbox"/> Light switches     |
| <input type="checkbox"/> Smoke alarm-replace battery | <input type="checkbox"/> Floor                    | <input type="checkbox"/> Light bulbs        |
| <b>STOVE/OVEN</b>                                    | <input type="checkbox"/> Walls                    | <input type="checkbox"/> Light shades       |
| <input type="checkbox"/> Stove/(outside)             | <input type="checkbox"/> Ceiling                  | <input type="checkbox"/> Power sockets      |
| <input type="checkbox"/> Hotplates                   | <input type="checkbox"/> Doors                    | <input type="checkbox"/> Skirting boards    |
| <input type="checkbox"/> Fan                         | <input type="checkbox"/> Door frames              | <input type="checkbox"/> Built in wardrobes |
| <input type="checkbox"/> Timer/controls              | <input type="checkbox"/> Window panes             |   |

**HALLS/STAIRS/ENTRY**

- Floor
- Walls
- Ceiling
- Doors
- Door frames
- Window panes
- Window frames
- Screens
- Curtains/blinds
- Light switches
- Light bulbs
- Light shades
- Power sockets
- Skirting boards
- Cupboards

**FRONT/BACK PORCHES**

- Floor
- Walls
- Ceiling

**FRONT/BACK PORCHES**

- Doors
- Door frames
- Light switches
- Light bulbs
- Light shades

**GARAGE/CARPORT**

- Electrical fixtures
- Light bulbs
- Door
- Floor

**Laundry**

- Floor
- Walls
- Ceiling
- Doors
- Door frames
- Window panes
- Window frames
- Screens

**LAUNDRY (CONT.)**

- Curtains/blinds
- Light switches
- Light bulbs
- Light shades
- Power sockets
- Skirting boards
- Cupboards
- Washtub

**LAWNS AND GARDENS**

- Lawns mown
- Edges trimmed
- Gardens weeded

**OTHER**

- Hot water system
- Air conditioner/filter in air-con
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**I/we understand that unless otherwise noted, all discrepancies will be the tenant's responsibility and will be deducted from the security deposit at the time of vacating.**

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant