

# Notice to Vacate

## **ONCE ACCOUNTS PROCESS NTV – FORM TO GO TO REGANS TRAY**

Please Note: If you are breaking your lease you are required to fill out a lease break form.

Date

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Address

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Postcode

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Renters Name

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(Must be all names as listed on the bond lodgement form as per the Residential Tenancies Act 1997)

Forwarding Address

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Direct Debit

Yes  No

Telephone

Mobile

A/H

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Work

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New Phone

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Reason for Leaving

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(Please fill out ONLY one of the following matters which refers to your reason for giving notice)

- I/We hereby give twenty eight days' notice in writing to Mancini Real Estate to vacate the above property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (please specify date).
- Having received a Notice to Vacate by the Landlord I/We hereby give fourteen days' notice in writing to Mancini Real Estate to vacate the above property on \_\_\_\_ (please specify date)

Please Note: Important information to all tenants

Renter/s of the Residential property, whom are listed on the Lease Agreement as per the commencement of the Leasing Term, under the Residential Tenancies Act (1997) understand that their bond is held by the Residential Tenancies Bond Authority, therefore will be required to have all party/ies sign the Bond Claim for a refund of their bond funds.

If the renter/s are breaking their Lease the bond will stay with the Bond Authority for a period no longer than 14 days, allowing the Landlord or Agent to process the required steps into settling any disputes. If the tenant/s vacate prior to the reletting of the property, the tenant will make no claim on the security deposit.

IN LIEU TO 28 DAYS NOTICE AND OR BREAKING A LEASE: The renter/s authorises Mancini Real Estate to process a Claim on bond funds whereby the renter/s vacate the property prior to the twenty eighth day and/or when breaking a lease entitles Mancini Real Estate to the letting fee required plus rent accrued.

Signatures

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Leon Mancini & Sons Pty Ltd

Licensed Estate Agent

61 Pier Street Altona

PO Box 319 Altona

Victoria 3018

ABN 59 007 386 852

Call 24 Hours – Open 7 Days

P 03 9398 6366

F 03 9398 4623

E info@mancini.com.au

W mancini.com.au

# Notice to Vacate

Office Use Only

Rental Providers Name: \_\_\_\_\_

Rental Providers Address: \_\_\_\_\_

Rental Providers Notified On: \_\_\_\_\_

**PROPERTY MANAGER TO COMPLETE:**

- Discussion with RP regarding authority - advertising fee \$220 minimum
- Give RP file to accounts with this notice IF authority required
- Let RRP know Compliance Officer will be in touch 24/48 hours to discuss if in order or forms required.

**COMPLIANCE OFFICER TO COMPLETE:**

- Smoke Alarm Safety Service discussed
  - already on service | last service date    /    /
- Gas Safety Service discussed
  - already on service | last service date    /    /
- Electrical Safety Check discussed
  - already of service | last service date    /    /
- Rental Minimum Requirement Check
  - RP to complete REIV form
  - APBI to attend

**ACCOUNTS TO SEND TO LANDLORD WITH VACATE EMAIL**

- NEW AUTHORITY (same fees)
- NEW AUTHORITY (advertising \$220)

Notes: \_\_\_\_\_  
\_\_\_\_\_

## Re-leasing of the Property

Relet     YES    NO    \$ \_\_\_\_\_

For Lease Board     YES     NO

Special Conditions: \_\_\_\_\_

Rentert/s     Are     Are not breaking their lease (expiry date    /    /    )

## Lease Break Fee

Pro-Rata Lease Break Cost :    \$ \_\_\_\_\_

GST 10%    \$ \_\_\_\_\_

Advertising    \$ \_\_\_\_\_

GST 10% on Advertising    \$ \_\_\_\_\_

Total Fee Payable    \$ \_\_\_\_\_