

# Notice of Intention to Vacate

Please complete all boxes

**A. TENANT & PROPERTY DETAILS**

**BLUEPRINT PROPERTY**

Address: 82 Sorrell Street, North Parramatta NSW 2151  
 Phone: (02) 9890 4005  
 Fax: (02) 9890 4155  
 Email: lebba@blueprintproperty.net.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

Given name/s \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's licence no. \_\_\_\_\_ Driver's licence state \_\_\_\_\_

Mr  Ms  Miss  Mrs.  Other

Given name/s \_\_\_\_\_ Surname \_\_\_\_\_

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.)

You are responsible for disconnecting your utilities (eg electricity, gas, phone) when you vacate.

**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. FREE UTILITY CONNECTION SERVICE**

**ID: INBLP**

**UTILITYONE**

To save you time when you're moving house, UtilityOne can help you arrange your utility connections all in the one phone call.

PHONE GAS ELECTRICITY INTERNET PAY TV  
 It's a **FREE** service and there's **NO obligation**

Utility connection services are provided by:

Phone: 13 18 19 Email: [contact@utilityone.com.au](mailto:contact@utilityone.com.au)  
 Fax: 1300 73 18 19 Web: [www.utilityone.com.au](http://www.utilityone.com.au)

UtilityOne will use the information in this application to explain the services offered and to undertake any connection and disconnection services authorized (including the provision of information to utility companies). Personal information collected by UtilityOne may be accessed by contacting UtilityOne on the contact details above. Normal service provider fees or bonds may apply

Address for connection – IF DIFFERENT FROM FORWARDING ADDRESS  
 \_\_\_\_\_

**Date connection required**

\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_ Year

**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 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) 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 the Agent, its employees and UtilityOne 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.

**Should you not wish to be contacted by UtilityOne please clearly cross through the above section**

Signature/s \_\_\_\_\_ Date \_\_\_\_\_

Property manager's name \_\_\_\_\_ Page faxed to UtilityOne \_\_\_\_\_

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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

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

Letter sent to Tenant

Letter sent to Landlord

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	/ /
<b>TOTAL OUTGOINGS</b>	<b>\$</b>	<b>DATE - APPL. TO Rental Authority</b>	<b>/ /</b>

Tenant File Archived