

## TENANT VACATING REQUIREMENTS

All tenants vacating a property are required to undertake the following procedure:

- Make sure the premises has been left in good repair
- Make sure that the Landlord has been made aware of any damage to the premises
- Ensure that the premises are in a reasonably clean condition
- Provide the required notice in writing to the Landlord, prior to vacating (Notice of Intent to Vacate form available at the Office)  
**(28 days for General Tenants & 2 days for Rooming House Tenants)**
- Specify the date on which the keys will be returned to the Landlord
- Ensure that all keys (including the letterbox keys & second sets if issued) belonging to the premises are returned to the Landlord. If the keys are not returned the rent will continue to be charged.
- Remove all unwanted personal goods and rubbish from the premises
- If your property has a garden it is to be left in a clean & tidy condition
- Any stairways & landing areas adjoining the premises are to be left in a clean tidy condition

In addition, if you have made any alteration without the Landlords permission you must return the premises to their original condition. (No alterations can be made to a property without written consent from the Landlord.)