First National Real Estate Collie & Tierney
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VIC Notice to Vacate

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VIC Notice to Vacate

Thinking about moving ?

If you have been thinking about moving out for a while, looking to down size, up size, purchased a home or whatever the case may be this e-book details the steps on giving official notice to your property manager/agent, along with some extra information on what you need to do in the lead up prior to moving out.



You will find in this E-Book:

1. What is required from you
2. When do I hand the keys in
3. Tenancy Agreement Clauses
4. Getting your bond back
5. Cleaning Checklist
6. Suggested Tradespeople
7. Notice to Vacate Form

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What is required from you

You are required to give a **minimum of 28 days' notice**; as agreed upon in section 23 of your lease agreement, if you are not in a fixed term lease.

If you are currently in a fixed term lease or aren't sure, please contact your Property Manager.

For your notice to be valid, we require a signed Victorian Notice of Intention to Vacate Form to terminate the tenancy, this is required by law and must be given in writing either at our office; 67 Lime Avenue Mildura or via email to your property manager.

Please download a copy of the *Victorian Notice of Intention to Vacate* form at the end of this ebook.

Once the form has been signed by all tenants named on the lease, and returned to our office, we will begin to advertise the property to secure a new tenancy.
Please note in most cases this means a 'For Lease' sign will be placed at the front of the property and photos may be taken for advertising purposes

We will endeavor to make a suitable time for an Open Inspection, we are required to schedule these within the first two weeks of you having given your written notice. These are held on business days (Monday – Friday), for approximately 10 minutes and a Collie and Tierney Property Manager or Assistant will be present for the duration of the inspection.

Once we have secured a suitable application, we will communicate with you the intended start date. As we need 3 clear business days between tenancies to conduct the final inspection, allow time should extra repairs or cleaning be required and then conduct a new condition report.

The bond will not be finalised until we have conducted the final inspection. This does not take place until you have completely vacated the property and returned the keys.



Please remember that bond can't be used for rent.

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When do I hand in my keys?

Keys are required to be returned to our office at 67 Lime Avenue Mildura by 10 am the following business day that your notice has expired (e.g. if your notice expires on Tuesday 30th April your keys are required to be handed in by 10 am Wednesday 1st May).

If you fail to bring the keys in by 10 am you will be charged a further days rent.

All original keys and remotes, along with any you have had cut for the property are required to be returned upon vacating. If keys or remotes are missing you will be responsible for the cost of replacements.

Should you require a copy of the original keys list please email your Property Manager or Assistant.

We will not be able to conduct the final inspection until all keys have been returned to our office.

*Please note your carpet cleaning receipt will also be required when returning your keys, as proof that it has been completed.



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Tenancy Agreement Clauses

Upon the start of your tenancy you would have read over and initialed next to each of the Residential Tenancies Act 1997 clauses, below are the clauses that are most applicable with giving your intention to vacate and what is required of your end of tenancy.

Cleaning Carpets or Professional clean on Vacating the Premises
If new carpet has been installed or the existing carpet has been professionally dry or steam cleaned, or the property has been professionally cleaned at the commencement of the tenancy (and the landlord or agent has produced a copy receipt for payment, upon request), the tenant will have the carpet and/or property professionally cleaned upon vacating the premises and provide the landlord or agent with a receipt for payment of the work.

Tenant Intending to leave when the lease ends
If the tenant intends to vacate the premises at the end of tenancy, written notice of the tenants intention to vacate must be given to the landlord or agent 28 days before the tenancy comes to an end of your lease agreement.

Return of Keys and Obligation to Pay Rent
The tenant must return all the keys of the premises to the landlord or the agent when the tenant vacates the premises. The tenant's obligation to pay the rent continues until the time the keys are returned, subject to the landlord taking reasonable steps to mitigate any loss by attempting to re-let the premises.

Tenant Remaining In Possession After The Tenancy Ends
If the tenant remains in occupation of the premises after the tenancy has come to and end and does not then enter into a fixed term lease, the tenant must give written notice of intention to vacate the premises specifying a termination date that is not less than 28 days after the day on which the tenant gives notice of the landlord or agent

Access To The Property Whilst 'For Sale', 'Auction' or 'To Let'
the tenant shall permit access to the premises by the landlord or his agent to present the property to prospective purchasers or tenants upon 24 hours notice or by agreement with the tenant and the landlord or the landlords agent

Tenant cannot use bond money to pay rent

The tenant acknowledges the Residential Tenancies Act 1997 provides the tenant may not refuse to pay rent on the ground a tenant intends to regard the bond as rent paid in respect of the premises.
The Tenant further acknowledges the Residential Tenancies Act 1997 permits the Victorian Civil and Administrative Tribunal to impose a penalty if it is satisfied a breach of bond requirements of act has occurred

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Getting your bond back

We understand that you are wanting to have your bond refunded as soon as possible, by following our guidelines you will understand clearly what our expectations are and avoid possible delays.

Ensure all rent is paid by your vacate date; the final payment can be made via eftpos in our office when you hand in your keys

- Make sure the property is clean to a similar or higher standard than that, of when you first moved in
- Ensure all gardens and lawns are watered, weeded and mowed
- Remove any excess rubbish from the premises and ensure that both bins have been collected and emptied
- Book your carpets in to be professionally cleaned, we recommend you book them in to be cleaned the day before you hand in the keys well in advance as they tend to book out quickly.

If you are required to go back for any further cleaning, you have 24 hours to promptly collect the keys and complete the requested cleaning needed, that way a final inspection can be completed. You will be given one opportunity to rectify any issues at the property to a standard we consider acceptable, if this is not completed, we will engage cleaners and invoice you for the cost which you will be expected to pay at the completion of the service.

Once the final inspection has been completed and all standards met, a bond form will be provided to you either via email or in our office at 67 Lime Avenue Mildura for you to sign and to provide your bank details and forwarding address. This will then be sent to Melbourne via fax to the Residential Tenancies Bond Authority for the refund to be made to the nominated bank account provided.

PLEASE NOTE:

1. That in accordance with the Residential Tenancies Act 1997, rent is payable up to and including the date you vacate the property. Your final rent payment cannot be deducted from the bond.

Rent will be charged for every day the keys have not been returned and the property not ready for inspection

2. Do not leave the keys at the property. As agreed in your lease, all keys were given to you at the start of your tenancy, along with any and all copies you made during your tenancy must be given to our office for the property manager to be able to carry out the final inspection. Please present your carpet cleaning receipt and any additional cleaning or pest inspection receipts to be photocopied at this time.

3. You are required to contact your utility providers to organise the disconnection of services; electricity, gas, phone, internet, Foxtel and any other amenities. You will need to provide them with your forwarding address so all final invoices can be sent to you directly, as you are responsible for these invoices. Please ensure that this is scheduled to occur after the time of your final inspection as appliances and lights will need to be tested and in working order as per your condition report. **Please note that Collie & Tierney will notify Lower Murray Water that you have vacated and they will conduct a the final meter reading at the property and send the final invoice to your provided forwarding address*.

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VIC Notice to Vacate

Cleaning Checklist

The following actions are required by you prior to vacating the property:

- Notify us of any repairs that may be required at the property e.g. Hot water systems, dripping taps etc.
- Provide the utility providers when organising your disconnection of your forwarding address as all final accounts must be sent to you for payment.
- Arrange with Australia Post to re-direct your mail to your new address for a minimum of 3 months. Forms are available from any post office or by visiting www.auspost.com.au
- Once you have paid your final rent, cancel any centre pay or recurring scheduled payment with your bank.
- Our Vacating Cleaning Checklist is a comprehensive guide to help you prepare for your final inspection. By ticking items off as you go, ensures you won't miss anything that may hold up your bond refund. Please return the completed 'Vacating Cleaning Checklist' when handing in your keys.

Please click below to download your cleaning checklist.

Cleaning Checklist

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Suggested Tradespeople

It is important to ensure any work carried out at the premises is to a tradesman-like standard.

We highly recommend using a professionally qualified tradesperson wherever possible.

For a list of tradespersons regularly used by Collie and Tierney please click on the link below.

Preferred Tradespeople

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VIC Notice to Vacate

Notice to Vacate Form

Notice to Vacate for Victoria

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