

NOTICE TO VACATE - 21 DAYS

TO LUTON PROPERTIES:

ATTENTION (Property Manager name):

OFFICE:

I/WE (Name),

OF (Address)

I/we hereby give you the required and minimum **21 days notice** in writing to vacate the rental property

I understand I/we will pay rent to and including ____/____/____ as our final date at the property, with the below list completed and ready for a **final inspection on the same date**.

- The property will be cleaned and presented in a ready-to-let condition, in line with the properties Inventory and Condition Report.
- The carpets will be professionally steam cleaned and dry ready for the final inspection, with a receipt provided upon final inspection.
- I/we will ensure all services including trash packs and other contract services under my/our name will be withdrawn from the property. ACT Government bins will be left empty and clean **by the final inspection**.
- I/we are aware Luton Properties do not conduct final inspections on weekends, public holidays or outside of **9am to 5pm**.
- I understand access to the property may be required to re-let.
- I/we are happy to allow the following **15-minute** exhibitions in our final 21 days at the property, on the following weekdays only (please circle):

Monday | Tuesday | Wednesday | Thursday | Friday | any weekdays

CONTACT DETAILS

I/we are available on the below contact number, and are contactable in the middle of relocation.

MOBILE:

EMAIL:

FORWARDING ADDRESS:

SIGNATURE OF ALL TENANTS ON TENANCY AGREEMENT

SIGNED:

DATE:

SIGNED:

DATE:

OFFICE USE ONLY BY PROPERTY MANAGER

STAFF MEMBER:

DATE RECEIVED:

- Notified Landlord of tenant's intentions
- Final Inspection Cleaning Checklist sent
- Final Inspection and Ledger Letter sent
- Rent paid to vacate date