

## Tenant Notice of Intention to Vacate

Tenant Details			
Tenant name		Reference number	
Telephone number		Email address	
Current address			
Forwarding address			
Where are you moving to?	Family	<input type="checkbox"/>	Moving Interstate <input type="checkbox"/>
	Home Ownership	<input type="checkbox"/>	Supported/Aged <input type="checkbox"/>
	Housing Transfer	<input type="checkbox"/>	Other Community Housing Provider <input type="checkbox"/>
	Housing Relocation	<input type="checkbox"/>	Correctional Services <input type="checkbox"/>
	Housing SA	<input type="checkbox"/>	Unknown <input type="checkbox"/>
	Private Rental	<input type="checkbox"/>	Other <input type="checkbox"/>
Other please specify	<div style="border: 1px solid #0070C0; height: 40px; width: 100%;"></div>		

I wish to advise that I am giving **14 days' notice** of my intention to vacate the above Junction property on        /        /  
(Date must be 14 days from completion of this form).

I understand that I will be required to provide formal vacation of the property on the above mentioned date by handing in keys at the nearest Junction Office or as arranged with my Tenancy Officer.

Your Tenancy Officer will contact you to arrange a pre-vacating inspection (within 7 days of giving notice to vacate). This is an opportunity to identify and fix any items which you may otherwise be charged for when you vacate.

Signature			
Tenant name		Date	/ /
Signature			

## Helpful Hints When Vacating To Reduce Additional Charges

You will not be charged for repairs resulting in 'fair wear and tear' to the property which occur with age and reasonable use of the property, as determined by the landlord.

### Leaving your property checklist

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- Remove all furniture and all personal belongings
- Remove all rubbish from the property and the yard
- Check that Junction items are clean and in good working condition (stove top, oven, hot water system, etc.)
- Wash all windows inside and out
- Remove any marks from walls, floors, ceilings and doors
- Clean benchtops, tiles, basins, baths, showers, toilets and laundry areas
- Cut grass and weed the garden (back and front)
- Put all council rubbish bins out for collection, ensuring the correct items are placed in the correct bins
- Arrange key return to Junction

### You may be charged for:

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- Abandoned goods including furniture, personal items, vehicles and rubbish removal
- Modification you have made to the property without approval
- Damage to doors, walls, floor surfaces and coverings (such as cigarette burns or drag marks)
- Damage to kitchen bench tops (such as scorch marks and scratches)
- Marks and stains on walls
- Oil and grease stains on driveways and footpaths
- Build-up of fat or grease on kitchen appliances such as stoves or ovens
- Broken Glass
- Tears to fly wire screens
- Damage caused by pets
- Damage to porcelain surfaces, door frames and skirting boards such as scratches, chips or grooves
- Cleaning up of overgrown garden areas including weeds and grass
- Placing incorrect items in the red, yellow or green bins provided by the council, as this may result in Junction paying additional charges to have these bins emptied
- The replacement of keys if not returned to Junction