



Blank Copies may be downloaded from www.westwoodfn.com.au

Fax completed signed form to 03 9731 1106 or scan signed copy & email to rentals@westwoodfn.com.au

Date: _____

Property Address: _____

Vacating day & date: _____

Tenancy agreement expiry date: _____

Are you vacating prior to expiry date: Yes *If Yes please refer to special conditions in your Tenancy Agreement*
 No

Rental payments are made via Direct Debit: Yes
 No

Tenant 1 name on lease	Tenant 2 name on lease	Tenant 3 name on lease
_____	_____	_____
New address for above tenant	New address for above tenant	New address for above tenant
_____	_____	_____
Tenant daytime phone	Tenant daytime phone	Tenant daytime phone
_____	_____	_____
Phone no. at new address	Phone no. at new address	Phone no. at new address
_____	_____	_____

I / We have retained a copy of this at the time of signing.

Signature of above tenant

Signature of above tenant

Signature of above tenant

I / We authorise First National Westwood of 1 Synnot St Werribee to give information to all credit providers and parties requiring references. I/We understand this can include information about my credit worthiness, credit standing, credit history or credit capacity.

Signature of above tenant

Signature of above tenant

Signature of above tenant

Date _____

Date _____

Date _____

OFFICE USE ONLY

Received by First National Westwood at 1 Synnot Street Werribee:

Signed: _____

Date: _____



VACATING CHECKLIST to be completed by PM

Property Address:	_____
Tenant Name:	_____
Key Return Date:	_____

OLD RENT AMOUNT:	RE-ADVERTISE:	NEW RENTAL AMOUNT:
\$ _____ per week	YES <input type="checkbox"/> NO <input type="checkbox"/>	\$ _____ per week
		\$ _____ bond

Break Lease Normal

- | | | |
|--|--|--|
| Receiving NTV | <input type="checkbox"/> Landlord Notified by phone | Date: / / |
| | <input type="checkbox"/> Vacate dates in Multi Array | Date: / / |
| | <input type="checkbox"/> Update White Boards | Date: / / |
| | <input type="checkbox"/> Un-tick tenant Direct Debit | Date: / / |
| | <input type="checkbox"/> Break Lease & rent owed invoices added | Date: / / |
| | <input type="checkbox"/> Diarise Final Inspection Date on outlook | Date: / / |
| | <input type="checkbox"/> If re-leasing enter charge for marketing | Date: / / |
| | <input type="checkbox"/> Letter sent to Tenant
(MA: T confirm NTV OR T Confirm NTV Break) | Date: / / |
| | <input type="checkbox"/> Letter sent to Landlord
(MA: L no phone confirm NTV OR L Confirm NTV OR L NTV BREAK) | Date: / / |
| | <input type="checkbox"/> Order Board | Date: / / |
| | <input type="checkbox"/> Take new pics | Date: / / |
| | <input type="checkbox"/> Property Manager to start process Inspect Now (add LL details) | Date: / / |
| | <input type="checkbox"/> Property Manager to start advertising on Platform | Date: / / |
| | Once Tenant Vacates | <input type="checkbox"/> Keys returned |
| <input type="checkbox"/> Keys checked against file copy | | Date: / / |
| <input type="checkbox"/> Final Inspection completed | | Date: / / |
| <input type="checkbox"/> Contact Landlord - advise results of Final | | Date: / / |
| <input type="checkbox"/> Tenant advised of items to be rectified | | Date: / / |
| <input type="checkbox"/> Tenant advised of any rent owed & arrange payment | | Date: / / |
| <input type="checkbox"/> Landlord approved bond return | | Date: / / |
| <input type="checkbox"/> Bond claim form given to tenants minus any expenses | | Date: / / |
| <input type="checkbox"/> Reference added for tenant to TICA | | Date: / / |
| <input type="checkbox"/> Ensure work order relating to tenant closed off & rent paid | | Date: / / |
| <input type="checkbox"/> Inspect Now message to be confirmed | | Date: / / |
| <input type="checkbox"/> Invoice entered onto system | | Date: / / |
| <input type="checkbox"/> Changed to "leased" on Platform | | Date: / / |
| <input type="checkbox"/> Leased sticker up | | Date: / / |
| <input type="checkbox"/> Board removal ordered | | Date: / / |
| <input type="checkbox"/> Copy of signed bond claim form & confirmation in file | | Date: / / |
| <input type="checkbox"/> File to Bookkeeper for archiving of tenant | | Date: / / |
| <input type="checkbox"/> Add tenant forwarding address on Platform | Date: / / | |