

NOTICE to VACATE FORM (U13)

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This form may be filled when you decided to move out from your house. **Please submit this form 2 weeks before you plan to leave.**

I/We (Full Name) _____ Yilli ID _____ :

Of (Address) _____

Postcode: _____ Telephone _____ :

would like to terminate the tenancy on the above address effective on (dd/mm/yyyy) _____

due to following reason:

I am responsible to pay for any outstanding payment of the house including rent, bills, and any maintenance fees.
I am responsible to clean and restore the house to its original condition as per *Entry Condition Report* and remove structures put up and unwanted items.
I will return all house keys to Yilli Housing on the day I move out, otherwise the cost of replacing locks will be taken from my bond/ rent credit.
I authorize Yilli Housing to do inspection of the house and hold my bond if any part of the house or its appliances found to be damaged.

How do you want to collect deposit balance?		
<input type="checkbox"/> Cheque collection from Yilli Office <input type="checkbox"/> Direct credit to bank account <i>(please fill up the details below)</i>		
YOUR BANK ACCOUNT DETAIL	ACCOUNT NAME	
	ACCOUNT NUMBER	
	BSB	

Signature of Applicant

Name : _____

Date : _____

FOR OFFICE USE	
Received by	Any outstanding payment? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No
Name :	Key returned? <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature :	Outgoing inspection done? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date :	Any security deposit balance ? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No
Remarks:	
_____ _____ _____	