

TERMINATION OF TENANCY FORM



Information for vacating tenants

- You must give **14 days notice** in writing before the Friday you intend to leave the property.
- The house and yard must be left in **good condition** before you leave. You will be charged for tenant damage and for the cost of removing rubbish, goods, furniture or vehicles that are left behind.
- UnitingSA Housing will advise you in writing of any monies owed and when your final inspection will commence and will advise you at the time of the inspection if there are likely to be any charges.

The date (this must be a Friday) I will be vacating is ____/____/____

Tenant Details		
Name (optional):		
Address:		
Postcode:	Phone:	Mobile:

New Address		
Address:		
Postcode:	Phone:	Mobile:

<p>I have read the costs and Leaving your Property Checklist (see reverse page) and understand my responsibilities before leaving my UnitingSA Housing property.</p> <p>I understand I will be responsible for any tenant charges to return the property to an acceptable standard. I agree that any rubbish or goods left on the property after I vacate will be dealt with according and that I will be charged for their removal.</p> <p>If I vacate early, UnitingSA Housing can retake possession of the property.</p>	
Signed (tenant):	Date:

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Costs

You will not be charged for repairs resulting from 'fair wear and tear' to the property which can occur with age and reasonable use of the property. If the property needs painting, your proportion of the costs will be worked out depending on how long you have resided at the property.

You may be charged for:

	Abandoned goods including furniture, personal items, vehicles and rubbish removal
	Modifications you have made to the property
	Damage to 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 and timber architraves such as scratches, chips or gouges

Leaving your Property Checklist

	Remove all furniture and personal items
	Remove all rubbish from the property and the yard
	All UnitingSA Housing items are in good working condition
	Return the keys to your property manager at the final inspection or make other arrangements to return the keys
	Wash all windows inside and out
	Clean all surfaces including benchtops, walls, ceilings and doors
	Clean tiles, basins, baths, showers, toilets and laundry areas
	Bring empty mobile bins inside