



LAE OFFICE:

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ENDING A TENANCY CHECKLIST

How Does a Tenancy end?

There are a number of ways a tenancy can end. Sometimes you will end the agreement and sometimes AAA Properties will end the agreement. However, the Tenancy must be ended legally, that is, in one of ways set out in the standard terms in your tenancy agreement.

It is important to understand your rights and responsibilities at the end of the tenancy.

How do I give notice to vacate?

Should you wish to vacate the premises you are currently renting, you must notify us of your intention to leave in writing. To do this you must complete a Notice of intention to Vacate form.

(This form you can download on our website.) Return the completed form to our office via email, fax or in person.

What If I need to break my lease agreement early?

If you decide to leave early during a leased agreement, you should contact AAA Properties immediately to discuss the matter. You must also give our office a Notice of Intention to Leave Form.

(download from our website).

If you give AAA Properties a Notice To Vacate form during the lease agreement, you are still legally responsible for the tenancy.

Costs involved include:

- Rent until the end date on your lease agreement.

What is the correct amount of notice at the end of the tenancy?

- Ending the agreement anytime during a lease agreement – 2 months' notice.

Ending a tenancy checklist.

- Download from the website the "Intention to Vacate form" and return to our office – completed and signed.
- Notice of two (2) months is required prior to vacating the premises.
- Continue to pay rent until the date shown on the Lease Agreement. If you leave early of the rent period, you may have to make a final rent payment covering the days / months until the handover date on the lease agreement.
- Organise moving all your things out.
- Clean the premises (the premises should be in the same condition as when you moved in). Please download the "Move-out Guideline cleaning checklist" from our website.
- Arrange a time to return all the keys you were provided with at the start of the tenancy.
- Please download the "return Key form" – sign and date and return form to our office.
- Make sure you give correct forwarding address to AAA Zenag Properties for your Refund of Rental Bond.
- Arrange to cancel any services you have connected to the premises (for example electricity, gas, water, cable TV, phone, internet etc.)