



# Notice of intention to leave (Form 13)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 302–308, 327 and 331–332)

The tenant/s give this notice to the property owner/manager when the tenant/s want to vacate the premises by a certain date.

There may be a number of grounds (reasons) for giving the notice. If the property owner/manager disputes these reasons, they should try to resolve the matter with the tenants first. If agreement cannot be reached, the RTA's dispute resolution service may be able to assist – phone 1300 366 311.

If tenants are leaving because of an unremedied breach, this notice can only be given after the 7 day remedy period has expired.

If the tenant/s are giving this notice because of an unremedied breach by the owner or manager, please note that this notice does not guarantee that you will be released from the tenancy agreement. You may apply for termination of your lease through the Queensland Civil and Administrative Tribunal (QCAT) under section 309 of the *Residential Tenancies and Rooming Accommodation Act 2008*.

When serving notices by post, the sender must allow time for the mail to arrive when working out notice periods.

## Minimum notice periods

Grounds (reasons)	General tenancy	Moveable dwelling Long term	Moveable dwelling Short term
Unremedied breach	7 days	2 days	n/a
Non-compliance with tribunal order	7 days	7 days	1 day
Non-liveability	The day it is given	The day it is given	The day it is given
Compulsory acquisition	2 weeks	2 weeks	1 day
Intention to sell	2 weeks	2 weeks	1 day

Without ground	General tenancy	Moveable dwelling Long term	Moveable dwelling Short term
Periodic agreement	2 weeks	2 weeks	1 day
Fixed term agreement	14 days	14 days	1 day
<i>A tenant must give at least 14 days notice, unless the property owner/manager has breached the agreement. The tenancy ends on the end date of the agreement or the end date of the notice period (whichever is longer). Both parties can agree to end a fixed term agreement early but it must be agreed in writing.</i>			



## Vacating Overview

Please ensure this form is completed by all tenants and is submitted to our office along with keys.

Property Details	
<b>Property Address:</b>	
<b>Tenants:</b>	
Vacating Procedure	
	Completed
<b>1. Complete Notice of Intention to Leave Form 13</b> (Form Enclosed) and send to our office. <i>This form must be lodged a minimum of 2 x weeks prior to your intended vacate date.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2. Prepare the property for final inspection &amp; hand over</b> <b>(a)</b> Complete the cleaning checklist or arrange professional bond clean <b>(b)</b> Carpets must be professionally cleaned and our office must be provided with the receipt <b>(c)</b> If indoor/outdoor pets were residing at the premises, the property requires professional pest control treatment. Receipt must be provided to our office. <b>(d)</b> Redirect mail <b>(e)</b> It is your responsibility to cancel your phone, electricity and gas accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3. Complete Exit Condition Report</b> (Form Enclosed)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. Hand Over the Property to Christo Real Estate</b> The below listed items must be returned to our office by close of business (5:00pm) on the date specified on your notice of intention to leave form: <b>(a) All property keys</b> – (if any keys that were provided to you have been lost or damaged you will be responsible for replacing keys) <b>(b) Completed Exit Condition Report</b> <b>(c) Bond Cleaning Receipt</b> <b>(d) Carpet Cleaning receipt if applicable</b> <b>(e) Pest control receipt if applicable</b> <b>(f) Completed Tenant Vacating Pack</b> Please note that rent will continue to be charged until all keys have been returned.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Initials \_\_\_\_\_



## Final Inspection

### Final Inspection Timeframe

The final vacate inspection will be conducted by one of our team members within 3 business days from your vacate date.

### Once Final Inspection Has Been Completed

<b>Scenario (a)</b>	If the property has been returned to the original condition and rent is paid up to vacate date your bond refund will be sent to the RTA for processing.
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<b>Scenario (b)</b>	If your property fails the vacate inspection and further items require attention, we will arrange for professionals to attend to the issues at your cost. Should this occur, the costs involved will be deducted from your bond.
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Initials \_\_\_\_\_



## Cleaning Checklist

General		Completed
1.	Vacuum and clean all sliding door and window tracks	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Sweep or mop all non-carpeted floors, removing any marks	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Clean carpets by registered Carpet Cleaner to Australian Standard. Supply paid invoice copy.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Fumigate for Fleas – by registered pest Company, if pets were kept at the property. Supply paid invoice copy which specifies services details.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Clean light fittings – gently remove light fittings and clean.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Clean marks off walls, ceilings and light switches.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect / security screens etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Clean curtains and blinds. Refer to Agent for method advice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Remove all cobwebs and insect marks and nests.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Kitchen		Completed
1.	Clean inside and outside of cupboards and doors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Clean inside, outside and around stove.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Clean inside and outside of oven, griller, doors, trays, racks, glass.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Clean inside, outside and behind refrigerator and dishwasher and microwave space.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Clean sink, especially drain holes, drainers and tap ware.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Range hood exhaust and filter – filter to be removed and cleaned.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Initials \_\_\_\_\_



## Cleaning Checklist Continued

Bathroom		Completed
1.	Clean all walls, floors, mirrors and windows and window tracks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Clean inside and outside all cupboards and drawers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Clean toilet, bath, shower recess, remove built up soap residue on tiles and shower screens, clean sink and all tap ware, towel rails.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Clean in wardrobes, shelves, drawers and mirrored doors. Remove scuff marks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Shower curtain washed with bleach or replaced if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Laundry		Completed
1.	Clean behind, inside and around washing machine space. Clean equipment and filters if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Clean inside, outside and behind dryer. Remove lint.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Clean inside, outside and around laundry tub, cabinets, shelves, drawers, tap ware.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Clean all walls and floors, ceiling.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Veranda, Decks, Outside Areas		Completed
1.	Sweep and mop, clean railings, glass and light fittings.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Remove all cobwebs etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Return pool to condition as per condition report at start of the tenancy and supply Pool Test report to Agent – Report to be completed at the end of tenancy date.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Initials \_\_\_\_\_



## Tenant Details

Our office requires the below details in order to process your bond refund

### Tenant 1

Full Name		Email Address	
Forwarding Address		Mobile Number	
Bank Institution		Bank Account Name	
BSB		Account Number	

### Tenant 2

Full Name		Email Address	
Forwarding Address		Mobile Number	
Bank Institution		Bank Account Name	
BSB		Account Number	

### Tenant 3

Full Name		Email Address	
Forwarding Address		Mobile Number	
Bank Institution		Bank Account Name	
BSB		Account Number	

Initials \_\_\_\_\_



## Key Return Register

Tenant Confirmation	I Agree
I/We have returned the keys outlined below	<input type="checkbox"/>

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Property Address:		
Tenant Name:	Tenant Signature:	Date Keys Handed Over:

Initials \_\_\_\_\_



# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008  
(Section 66)



## Address of the rental premises

	Postcode <b>0</b>

## Details of the tenant/s

1. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

2. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

3. Full name/s	
Forwarding address	
	Postcode
Phone	Mobile
Email	

## Name/trading name of the lessor/agent

Christo Real Estate Pty Ltd
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## Water meter reading at end of tenancy:

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Date	/ /	Meter Location:	
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Tenant/s initials	1.	2.	3.
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Lessor/agent initials	
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The Entry (and Exit) reports provide evidence of the condition of the premises at the beginning and ending of the tenancy. Take time to fill these forms in carefully. These documents may be referred to as evidence if there is a dispute over the bond refund at the end of the tenancy.

## Tenant

1. Inspect the premises.
2. Mark each item on the list *clean, working, undamaged* (where applicable).
3. Make a note of any extra items in the *additional comments/information* section.
4. Initial each page of the report. Give it to the lessor/agent as soon as possible once the agreement ends.
5. Talk to the lessor/agent if you disagree about the condition of the premises. Comments can be recorded in the *additional comments/information* section (Page 7) or by attaching a separate page.  
Supporting documentation has been attached  Yes  No
6. Retain the signed copy of the report from the lessor/agent.

## Lessor/agent

1. Inspect the premises.
2. Include comments where you disagree with the tenant's report.
3. Initial each page of the report.
4. Talk to the tenant if you disagree about the condition of the premises. Any agreement can be recorded in the *additional comments/information* section.
5. Return a signed copy of the report to the tenant within 3 business days. Retain a copy for at least one year after the tenancy agreement ends.

**Note: The *Entry condition report* (Form 1a) is compared to this *Exit condition report* (Form 14a) at the end of the tenancy.**

**Do not send to the RTA—give this form to the lessor/agent, keep a copy for your records.**



# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



Insert **Y/✓** = Yes

Insert **N/X** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Entry					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Power points					
Lounge room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					
Family room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



Insert **Y/✓** = Yes

Insert **N/X** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Kitchen/meals					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Cupboards/drawers					
Bench tops/tiling					
Sink/disposal unit/taps					
Stove top					
Oven/griller					
Exhaust fan/rangehood					
Dishwasher					
Power points					
Dining room					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
TV/power points					
Air conditioner					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



Insert **Y/✓** = Yes

Insert **N/X** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

Bedroom 2					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 3					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					
Bedroom 4					
Doors/walls/ceiling					
Windows/screens					
Blinds/curtains					
Fans/light fittings					
Floor/floor coverings					
Wardrobe/drawers/shelves					
Power points					
Air conditioner					

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



Insert **Y/√** = Yes  
Insert **N/X** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

<b>Bathroom</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Bath				
Shower/shower screen				
Wash basin/vanity				
Mirror/cabinet				
Towel rails				
Power points				
Exhaust fan				
Toilet				
<b>Toilet</b>				
Doors/walls/ceiling				
Cistern				
Light fittings				
Exhaust fan				
<b>Laundry</b>				
Doors/walls/ceiling				
Windows/screens				
Blinds/curtains				
Fans/light fittings				
Floor/floor coverings				
Wash tubs				
Washing machine/dryer				
Power points				

Tenant/s initials

1.	2.	3.
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Lessor/agent initials

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# Exit condition report – general tenancies (Form 14a)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 66)



Insert **Y/√** = Yes  
Insert **N/X** = No

Clean	Working	Undamaged
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**Tenant/s**  
Comments (if any)

**Lessor/agent**  
Comment on tenant/s report

General	Clean	Working	Undamaged	Tenant/s Comments (if any)	Lessor/agent Comment on tenant/s report
Smoke alarms*					
Security devices					
Electrical safety switches					
Hot water system					
Keys/locks/remotes					
Staircases/railings					
Wheelie & recycle bins					
Pool/equipment					
Street number/ letter box					
External walls					
Balcony/porch/deck					
Awning/gutters					
Paving/ pergola					
Garage/car port/ storeroom					
Garden shed					
Gates/fences					
Grounds/garden					
External taps/hose					
Clothes line					
Solar panels					
Paths/driveway					

\***Smoke Alarms** - In relation to smoke alarms, where the boxes '*working*' &/or '*undamaged*' have been ticked, it confirms only that at the time of testing, each smoke alarm's battery & alarm sounder were working.

**Additional comments/information**

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Gas bottle level	Water tank level	Pool safety certificate location
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**Tenant 1**

Signature	Date / /
Print name	

**Tenant 2**

Signature	Date / /
Print name	

**Lessor/agent**

Signature	Date / /
Print name	

**Tenant 3**

Signature	Date / /
Print name	