

Notice of intention to leave (Form 13)

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



1 Address of the rental property

	Postcode

2 Notice issued by

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

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

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

3 Notice issued to Lessor Agent

Crowne Real Estate

4 Notice issued (See overleaf for grounds and required timeframes)

- without ground (reason)
 with ground (provide details)

5 Notice issued on

Day Date / / Method of issue (e.g. by post, in person)

6 I/We intend to give up vacant possession by midnight on

/ / (Minimum notice periods apply - see overleaf)

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



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The tenant/s give this notice to the lessor/agent 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 lessor/agent 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.

If tenants are leaving because of an unremedied breach, this notice must be given after the expiry of the 7 day remedy period.

If the tenant/s are giving this notice because of an unremedied breach by the lessor or agent, 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 when a notice period ends.

Minimum timeframes

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

A tenant must give at least 14 days notice, unless the lessor/agent 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.

Vacating Tenant Checklist

To assist you with the process of vacating your home we have created the following checklist as a guide. The property must be returned in the same condition as it was received at the commencement of the tenancy albeit fair wear and tear. Having the property ready to inspect will assist a speedy return of your bond.

Area	Notation	COMPLETED
Floor Coverings	<ul style="list-style-type: none"> All floors must be clean and stains removed Carpets professionally steam cleaned All tiled and timber floors mopped Skirting boards wiped clean of dust and grime throughout 	
Windows	<ul style="list-style-type: none"> All windows and sliding doors cleaned inside and outside Window / sliding door tracks cleaned free of bugs and dirt Window ledges and frames wiped over 	
Window Coverings	<ul style="list-style-type: none"> All window covering to be vacuumed to remove dust and webs. Venetian blinds to be dusted and wiped clean Curtains cleaned (do not wash without prior approval) 	
Walls Doors Doorways Switches and Points	<ul style="list-style-type: none"> Remove marks from all walls throughout including garage. Wipe clean all internal doors both sides. Vacuum and wipe door frames. Remove marks from switches and points. 	
Bathroom	<ul style="list-style-type: none"> Clean Shower and bathtub. Clean mirror and glass. Clean vanity inside and out. Remove bottle and makeup marks. Clean all tiles including splashback tiles and top of tiles. Remove mould from grout and walls/ceiling if applicable. Clean & disinfect toilets inside and out. Clean Exhaust fan 	
Kitchen	<ul style="list-style-type: none"> Clean all cupboards and drawers inside and out. Clean top of cupboards. Clean oven and cooktop inside and out. To free from oil & grime(including oven trays and racks) Clean and degrease exhaust fans/range hood free from oil and grease residue. 	
Bedrooms	<ul style="list-style-type: none"> Clean all wardrobes inside and out including sliding door running tracks. Mirrored doors to be cleaned Walls cleaned 	

Laundry	<ul style="list-style-type: none"> • Laundry tub cleaned internal and externally • Floors mopped • Taps Cleaned of dust. • If clothes dryer was present please vacuum/ dust walls • Clean surrounding splash back tiles. 	
General * Hot Water Systems topped up if applicable	<ul style="list-style-type: none"> • Vacuum all cornicing. Wipe to remove any marks left behind.(including garage) • Clean all ceiling fans. • Clean air conditioner and filters. • Clean all light fittings inside and out to remove dust and dead bugs. All light bulbs to be in working order. • Vacuum/ sweep garage floors. • External areas returned to same condition, including gardens, pools, sheds etc • Mop tiled or timber patios and decks. • Hose concrete patio • Gurney eves and guttering • All garbage bins empty – gurney out • Remove all external cobwebs • All lawns mowed, gardens tidy and weed free, edges trimmed and if necessary weeds poisoned, paths swept. 	
Keys	<ul style="list-style-type: none"> • Keys for all locks returned, remotes returned with working battery 	
Dogs	<ul style="list-style-type: none"> • Any areas where dogs have created tracks in grass – new turf • All dog holes filled and returfed • Pest control to be professionally carried out - Fleas 	