

END OF LEASE LETTER

Landlord / Agent Name: _____

Tenant Name: _____

Property Address: _____

Lease Start Date: _____

Lease End Date: _____

Notice of End of Lease

This letter serves as formal notice that the lease agreement between the Landlord/Agent and the Tenant identified above will be terminated at the expiration of the lease term. The Tenant is required to vacate the premises by the Lease End Date and return possession to the Landlord in accordance with the terms and conditions of the Lease Agreement and relevant Australian legislation.

Tenant Responsibilities

1. The Tenant must ensure the property is returned in a clean and undamaged condition, reasonable wear and tear excepted.
2. All keys, access devices, and any other property belonging to the Landlord must be returned on or before vacating.
3. The Tenant must settle all outstanding rent, utilities, and other charges prior to vacating.
4. The Tenant agrees to cooperate with the Landlord or their agent for final inspections and the handover process.

Landlord / Agent Responsibilities

1. The Landlord or agent will conduct a final inspection of the property to assess its condition.
2. Any bond or security deposit will be processed in accordance with the Residential Tenancies Act 2010 (NSW) or applicable state legislation.
3. The Landlord will provide the Tenant with details of any deductions made from the bond, if applicable.

Condition and Property Inspection

The Tenant acknowledges that the property should be returned in substantially the same condition as at the start of the tenancy, subject to fair wear and tear. The Landlord / Agent reserves the right to claim for damages or cleaning costs that exceed reasonable wear and tear in accordance with Australian tenancy laws.

Forwarding Address

Please provide a forwarding address for the return of the bond and any further correspondence related to the tenancy.

Acknowledgement

By signing below, the Tenant acknowledges receipt of this End of Lease Letter and agrees to comply with its terms and conditions.

TENANT'S SIGNATURE

LANDLORD/AGENT'S SIGNATURE

Signature: _____

Signature: _____

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