

TENANT VACATING NOTICE

Tenant(s):

Property:

I/We hereby give notice of my/our intention to vacate the above property on:

I/We understand that I/We am /are required to give 21 days notice, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is:

My/Our forwarding address will be:

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work:

Home:

Mobile:

Email:

Signed:

Date:

Tenant(s)

If the tenant is to give the agent notice to vacate the property and then retract this notice, they are responsible for any advertising incurred by the agent (min cost \$60.00 up to \$120.00. A letting fee equal to one weeks' rent to reimburse the Landlord for our services in finding a suitable replacement tenant.

OFFICE USE ONLY

Date Notice Received _____ Tenancy Agreement Expiry Date _____

Tenancy Agreement Expiry Date _____ Letter to Landlord _____

Current Rent \$ _____ pw/pfn/pm Computer input _____

Rent paid to _____ Pre-Vacating Letter to Tenant _____

Rec. New Rent \$ _____ pw/pfn/pm Pre-Vacating Insp. Date _____

Phone call to Landlord _____ Listing prepared _____

Comment: