

## TENANT VACATING NOTICE

I/We hereby give notice of my/our intention to vacate the following property

Name : \_\_\_\_\_

Address : \_\_\_\_\_

On the following date : \_\_\_\_\_

**Please choose A or B: (Tenant is required to give 21 days notice after the expiry of fixed term)**

**A. I/We understand that I/we am/are required to give \_\_\_\_\_ days notice, under the terms of my/our Tenancy Agreement.**

**B. Tenant vacating before expiry of fixed term/break lease.  
 (please refer to lease agreement)**

My/Our reason for vacating is : \_\_\_\_\_

My/Our forwarding address will be : \_\_\_\_\_

I/We would like assistance in finding another property. **Yes / No (circle one)**

I/We understand that you may want to show prospective tenants through the property.  
 Please arrange access for this purpose by contacting me/us on :

Work : \_\_\_\_\_ Home : \_\_\_\_\_

Mobile : \_\_\_\_\_

Email : \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

### Office Use Only

Date notice received : ____/____/____	Tenancy Agreement expiry date: ____/____/____
Landlord advised : ____/____/____	Current rent \$ _____ pw/pf/pm
Computer input : ____/____/____	Rent paid to : ____/____/____
Pre-vacating letter to tenant: ____/____/____	Recommended new rent: \$ _____ pw/pf/pm
Pre-vacating inspection date: ____/____/____	Landlord advised: ____/____/____
Listing prepared : ____/____/____	Signboard erected: ____/____/____