

VACATE NOTICE

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

LAING AND SIMMONS REAL ESTATE MERRYLANDS

167 MERRYLANDS ROAD,

MERRYLANDS, NSW, 2160

Dear Sir/ Madam,

I/ We write to advise that I / We intend to vacate the above- mentioned premises on the _____ being 21 days notice.

The premises will be vacant and the keys will be returned to provide access to prospective tenants during my/ our two weeks of occupation.

To enable your bond money to be sent to you, please complete with your forwarding address.

Yours Faithfully,

