

Tenant Vacating Notice

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

Address:

on the following date:

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

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