

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 _____ 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)

OFFICE USE ONLY

Date notice received: _____ Tenant agreement expiry date: _____

Letter to Landlord: _____ Current rent \$ _____ pw/pfn/pm

Computer input: _____ Rent paid to: _____

Vacating letter to tenant: _____ Rec. new rent: \$ _____ pw/pfn/pm

Vacating letter to owner: _____ Phone call to Landlord: _____

Advertising prepared: _____ Delete Periodic Inspections: _____

Comments: _____