

Property/tenancy details

Property address:	
Tenant name /s:	
Contact phone number:	
Contact email:	
Vacate date:	
Forwarding Address If known:	



Signature/s:

Date:

Thankyou.

Your Property Manager will touch base with you shortly to confirm your vacate notice. You should receive a letter from us within the next 3-5 business days.

Office use only

Item	Initial
Ensure contact phone numbers are completed by the tenant	
Ensure the tenant has signed the notice	
Date stamp the notice in the space below – being the date notice received	

Date stamp here