

# Tenant Vacating Notice

Tenant (s) : \_\_\_\_\_

Property: \_\_\_\_\_

I/We hereby give notice of my/our intention to vacate the above property on the \_\_\_\_\_ day of \_\_\_\_\_ 20 .

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 wish 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Office Use Only

Date Notice Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Tenancy Expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_

Landlords Advised: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current Rent \$ \_\_\_\_\_

Recorded In Rest: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rent Paid To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pre-Vacating Letter: \_\_\_\_/\_\_\_\_/\_\_\_\_

Landlord Advised: \_\_\_\_/\_\_\_\_/\_\_\_\_

Listing Prepared: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sign Board Erected: \_\_\_\_/\_\_\_\_/\_\_\_\_