



# 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 **28** 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: \_\_\_\_\_

Pre-vacating letter to tenant: \_\_\_\_\_ Rec. new rent: \$ \_\_\_\_\_ pw/pfn/pm

Pre-vacating inspection date: \_\_\_\_\_ Phone call to Landlord: \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_