

NOTICE OF INTENTION TO VACATE

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 14 days notice to the end of a fixed term and 21 days notice when on a continuing tenancy.

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 telephoning me/us on:

Work: _____ Home: _____

Mobile: _____

.....
Tenant/s & Date

Office Use Only

Date Notice Received _____	
Tenancy Agreement Expiry Date _____	Rent Paid To _____
Current Rent \$ _____ pcm	Rec. New rent \$ _____
Computer Input _____	Letter to Tenant _____
Phone Call to Landlord _____	Listing Prepared _____
Letter to Landlord _____	Pre-Vacating Insp. Date _____

Comments:

