

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 21 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 me 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: _____ Tenancy Agreement expiry date: _____

Landlord advised: _____ Current rent
\$ _____
pw/pfn/pm

Recorded on computer: _____ Rent paid to: _____

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

Pre-vacating inspection date: _____ Landlord advised: _____

Listing prepared: _____ Sign board erected: _____

Comments: _____