

TENANT VACATING NOTICE

(All sections need to be completed)

Name: _____

Property address: _____

Date vacating: _____

Reason for vacating: _____

Forwarding Address: _____

Contact Numbers for inspections: **Home:** _____

Work: _____

Mobile: _____

Email: _____

Signatures: _____

Please note that additional rent will be charged if all keys are not returned by this date.

The rental bond is held as a security over the property and **Must Not** be used to pay rental arrears prior to vacating. Using the bond to cover outstanding rent could be detrimental to future rental references.

REQUIRED NOTICE PERIODS

Under the terms of the Residential Tenancy Agreement the following notice periods apply:

- **Current Tenancy Agreement – 14 days notice** must be given before the end of the fixed term of the agreement otherwise the agreement becomes a continuing agreement
 - **Continuing Agreement – 21 days notice** must be given if you are on a continuing agreement
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THIS FORM MAY BE EITHER:

- Lodged in person at 12 Manning Street Kiama
- Mailed to Laing + Simmons Kiama 12 Manning Street KIAMA NSW 2533
- Faxed to Laing + Simmons on 02 42332045
- Emailed to lskiama.com.au