



NOTICE TO VACATE

**Laing + Simmons Potts Point
145 Victoria Street
POTTS POINT NSW 2011**

Phone: 02 9356 3655 Fax: 02 9357 1889

**Laing + Simmons Pyrmont
140 Harris Street
PYRMONT NSW 2009**

Phone: 02 9552 4700 Fax: 02 9552 4477

To the Property Manager,

Date: _____

Tenant/s Name: _____

Address: _____

Telephone: _____

Vacate Date: _____

Please note that if your lease has expired you need to give at least 21 days notice to vacate.

I / We understand that:

1. Rent will be charged until the keys are returned.
2. Bond inspections are done the next business day after vacating (subject to the terms of lease)
3. I must pay my rent up until the day I vacate.
4. A representative from Laing & Simmons Potts Point will contact me / us to make arrangements for access to the property.

Property Details:

(Please circle)

Studio / 1 Bedrooms / 2 Bedrooms / 3 Bedrooms / Other: _____

Furnished / Unfurnished Views: Yes/No Built-in-wardrobes: Yes / No

Polished Floors: Yes / No Internal / Common Laundry: Yes / No Parking: Yes / No

Other

Features: _____

Forwarding

Address: _____

Signatures: _____