



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 _____ days notice, under 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: ___/___/___ Tenancy Agreement Expiry Date: ___/___/___

Landlord advised: ___/___/___ Current rent \$_____pw/pfn/pm

Recorded on computer: ___/___/___ Rent paid to: ___/___/___

Pre-vacating letter to tenant: ___/___/___ Sign Board Erected: ___/___/___

Property placed on books: ___/___/___ Other offices advised: ___/___/___

Pre-vacating inspection date: ___/___/___ Landlord advised: ___/___/___

Comments: _____