

TENANT VACATING NOTICE

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on:

(Date)

I/We understand that I/we am/are required to give 30 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 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) (Date)

(Tenant) (Date)

(Tenant) (Date)

(Tenant) (Date)

OFFICE USE ONLY

Date Notice Received:

Tenant Agreement Expiry Date:

Letter to Landlord:

Current Rent: \$

Computer Input:

Rent Paid To:

Pre-Vacating Letter to Tenant:

Received New Rent: \$

Pre-Vacating Inspection Date:

Phone call to Landlord:

Comments: _____

