



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 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 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 _____

Letter to Landlord _____

Current Rent \$ _____ pw/pfn/pm

Computer input _____

Rent paid to _____

Pre-Vacating Letter to Tenant _____

Rec. New Rent \$ _____ pw/pfn/pm

Pre-Vacating Insp. Date _____

Phone call to Landlord _____

Listing prepared _____

Comments:
