

Tenant Vacating Notice

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

Property Address:

on the following date: ____/____/____

I/We understand that I/we am/are required to give ____ days notice, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

I/We would like assistance in finding another property. Yes/No (circle one)

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Work: _____ Home: _____

Mobile: _____

Email: _____

Signed: _____ Date: _____

Tenant(s)

Office Use Only	
Date notice received: ____/____/____	Agreement expiry date: ____/____/____
Landlord advised: ____/____/____	Current rent: \$ pw/pf/pm
Computer input: ____/____/____	Rent paid to: ____/____/____
Pre-vacating letter to tenant: ____/____/____	Rec. new rent: \$ pw/pfn/pm
Pre-vacating inspection date: ____/____/____	Landlord advised: ____/____/____
Listing prepared: ____/____/____	Signboard erected: ____/____/____