



**TENANT VACATING NOTICE**

Tenant(s) : \_\_\_\_\_  
\_\_\_\_\_

Property: \_\_\_\_\_  
\_\_\_\_\_

I hereby give you 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 the terms of my/our Tenancy Agreement. **Please refer to you legal requirements under the residential tenancy agreement.**

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

This address must be provided to inform the rental bond board.

I/We understand that you may want to show perspective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Signed \_\_\_\_\_

OFFICE USE ONLY

Date noticed received: \_\_\_\_\_ Tenant 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 inspection date: \_\_\_\_\_ Phone call to Landlord \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_