

NOTICE OF INTENTION TO VACATE

Name Of Tenant

Address Of Property To Vacate

Under the terms and conditions of my/our lease, I/we wish to give _____ days notice from the above date of my/our intention to vacate the above premises on ____ / ____ / ____

On this day I/we will hand all keys to your office. I/we understand rental will continue until all keys are returned.

I/we are aware that all venetian blinds, light fittings, stove (including griller and oven), floors, walls, shower recess, bath tub and toilet MUST BE LEFT IN GOOD ORDER AND CLEAN, fair wear and tear accepted, otherwise deductions may be made from my/our bond.

CONTACT DETAILS

My/Our Forwarding Address

I/we may be contacted on:

Email

Home

Work

Mobile

- There IS / IS NOT a deadlock on the door of the premises.
- The locks have been changed.

For the purpose of showing prospective lessees I authorise you to:

- Make an appointment Use office key
- Other _____

Tenant Signature: _____

Date: _____

OFFICE USE

Notice received	/	/	Check notice is correct
Check lease expiry date	/	/	Enter proposed vacating date
Acknowledgement notice	/	/	Current rent
Landlord advised	/	/	Asking rent
Prevacating letter to tenant	/	/	Listing prepared
Special instructions			

Please email, fax or deliver completed forms to your property manager or our office.

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