

Tenant Vacating Notice

(Ending Tenancy in continuation)

Tenant name/s: _____

Address of
leased premises: _____

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

I/we understand that I/we are required to give 21 days notice, under the terms of my/our residential tenancy agreement.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

As per clause 9.7 of the residential tenancy agreement, I/we agree that in the presence of an agent, prospective tenants may inspect the premises on a reasonable number of occasions provided that I/we have been given reasonable notice on each occasion.

Signature of tenant/s: _____

Signature of agent: _____

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: _____

Signature of tenant/s: _____ Date: _____

_____ Date: _____

OFFICE USE ONLY

Date notice received: _____ Tenancy Agreement expiry date: _____

Landlord advised: _____ Current rent \$ _____pw/pfn/pm

Recorded on computer: _____ Rent paid to: _____

Pre-vacating letter to tenant: _____ Pre-vacate inspection date: _____

landlord advised of outcome of pre-vacate: _____ New Advertisement written: _____

Advertised on websites: _____ Comments: _____

Window display organised: _____

Sign board erected: _____