



**FORMAL NOTICE OF INTENTION TO VACATE**

**To Robinson Property**

Method of Service:-

- HAND DELIVERED TO: 19 Stockton Street, Nelson Bay NSW 2315
- MAILED TO: P O Box 189, Nelson Bay NSW 2315
- BY FACSIMILE TO: 02 4984 1612

Date notice sent/delivered: \_\_\_\_\_

Address of premises: \_\_\_\_\_

I/We hereby give notice of our intention to vacate the premises on \_\_\_\_\_ (insert date)

I/We are moving because (please tick)

- Purchased own home
- Relocating out of area
- Other \_\_\_\_\_
- Require a larger home
- Separation
- Require a smaller home

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

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

Phone: \_\_\_\_\_

From: \_\_\_\_\_ (tenant 1 name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (tenant 2 name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (tenant 3 name) \_\_\_\_\_ (signature)

*PLEASE NOTE: All tenants should sign this form.*

**OFFICE USE ONLY**

Date notice received: \_\_\_\_\_

Vacate Date Valid/Invalid? \_\_\_\_\_

REST actioned: \_\_\_\_\_