

Tenant Vacating Notice

Tenant(s):

Property:

I/We hereby give 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.

My/Our reason for vacating is:

My/Our forwarding address will be:

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:

Signed:

Date:

Tenant(s)

Office Use Only

Date Notice received: ____ / ____ / ____

Tenancy Agreement expires:

Landlord advised: ____ / ____ / ____

Current Rent:

Recorded on computer: ____ / ____ / ____

Rent paid to:

Pre-Vacating letter to Tenant: ____ / ____ / ____

Recommended New Rent: \$ ____ pw/pfn/pm

Pre-Vacating Inspection date: ____ / ____ / ____

Landlord advised: ____ / ____ / ____

Listing prepared: ____ / ____ / ____

Sign board erected: ____ / ____ / ____

Comments: _____