



# Tenant Vacating Notice (Lease Expired)

I/We hereby give notice of my/our intention to vacate the following property

Address: \_\_\_\_\_

on the following date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I/We understand that I/we am/are required to give **21 days** notice, under the terms of my/our Tenancy Agreement.

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

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

I/We would like assistance in finding another property. Yes/No (circle one)

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

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

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

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

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

\_\_\_\_\_

Tenant(s)

Office Use Only	
Date notice received: ____/____/____	Agreement expiry date: ____/____/____
Landlord advised: ____/____/____	Current rent: \$ _____ /pw
Computer input: ____/____/____	Rent paid to: ____/____/____
Pre-vacating letter to tenant: ____/____/____	Recommended new rent: \$ _____ /pw
Pre-vacating inspection date: ____/____/____	Landlord advised: ____/____/____
Listing prepared: ____/____/____	Signboard erected: ____/____/____

**FAX TO 1300 388 488**