Vacating Notice Form - (Agreement Expired)

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

Property Address:

On the following date:

Date:

I/ We understand that 21 days notice is required under the terms of the Residential Tenancy Agreement.

Name of tenant/s as per the Residential Tenancy Agreement:

Name: Contact Number:	Email:
Name: Contact Number:	Email:
Name: Contact Number:	Email:

I/ We understand that the agent will require access to the property and will require up to half an hour each Saturday to show prospective tenants through the property. The agent will arrange access direct with the above tenant/s.

Reason for Vacating:

Reason:

Do you require assistance to locate alternative accommodation?

(Please circle): Yes / No

Forwarding Address:

Address:

Signature of all tenants:

Signature:

Date Notice Given:

Date:

OFFICE USE ONLY:

Correct Notice Given? Yes/ No
Date Notice Received:
Agreement Expiry Date:
Rent Paid to:
Rent to Vacating Date: