



# Vacating Notice

Please complete the form below if you wish to give notice to vacate the property you are currently renting. All applicants named on the Original Lease Agreement (the Residential Lease Agreement you signed when you first moved in) need to sign this form. In order for us to process your request, you will need complete this document in full and either fax or email to our Agency. **Please attention to your Property Manager at their located office**

**Fairfield Heights Office** Fax: (02) 9728 3415 Email: [rentals@prettirealestate.net.au](mailto:rentals@prettirealestate.net.au)

**Green Valley Office** Fax: (02) 9608 1179 Email: [greenvalley@prettirealestate.net.au](mailto:greenvalley@prettirealestate.net.au)

I/We (Full Tenant/s Name/s)

Hereby give 21 days notice of my/our intention to vacate the premises known as:

Property Address

On the Vacating Date

Lease Expiry Date (Stated on Original Lease Agreement)

My/Our Lease has/is expired  Yes  No

I/We are breaking the Lease  Yes  No

Daytime Phone

Home Phone

Mobile

Email

Reason for Notice (Leaving)

Forwarding Address

*NOTE: You must Sign this document in order for our Agency to process your Vacating Notice Request*

Tenant/s Signature

(1) Tenant Signature

(2) Tenant Signature