

# Tenant Vacating Notice

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 \_\_\_\_ days notice, under the terms of my/our Tenancy Agreement.

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

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

My/Our bank account details for bond **BSB** **AC/NO** \_\_\_\_\_

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:

Emergency Contact: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_

Tenant(s)

EMAIL PROPERTY MANAGER Office Use Only	
Date notice received: ____/____/____	Tenancy Agreement expiry date: ____/____/____
Landlord advised: ____/____/____ LL100 <b>VACATE</b> , LL99 <b>BREAK LEASE</b>	Current rent \$ ____ pw
Vacate date in <b>REST</b> ____/____/____	Rent paid to: ____/____/____
Pre-vacating letter to tenant: ____/____/____ LT97, no letter if break lease	
attach final inspection guide ____/____/____	