



Property Management Policies & Procedures

## 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:

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

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Tenant(s)