

TENANT VACATING NOTICE (Agreement Expired)

- Minimum 2 weeks (14 days) if lease has not expired
- Minimum 3 weeks (21 days) if lease has expired

TENANT _____

ADDRESS _____

I/We hereby give notice that we will be vacating the above property on:

My/Our reason for vacating is: _____

My/Our forwarding address will be:

Suitable access for prospective tenants may be arranged by contacting me/us on:

_____ (home) _____ (mobile)

_____ (work) _____ (email)

SIGNED: _____

DATE: _____

SIGNED: _____

DATE: _____

Office Use Only

Date Notice received: _____/_____/_____	Agreement expiry date: _____/_____/_____
Landlord Advised: _____/_____/_____	Current Rent: \$ _____ pw/pfn/pm
Computer Input: _____/_____/_____	Rent Outstanding: \$ _____
Pre-vacating letter to tenant: _____/_____/_____	Tenant Debts owing: \$ _____
Pre-vacating inspection date: _____/_____/_____	Recommended new rent: \$ _____ pw/pfn/pm
Vacating inspection date _____/_____/_____	Vacating Inspection time _____ am/pm