

Tenant Vacating Notice

I/ We _____

Rental Property Address _____

Mobile _____ Email _____

Hereby give notice that we intend vacating the above-mentioned property as per the following;

Vacating – Minimum 28 Day Notice Required

Periodic tenancy/ expiry of current lease agreement

Breaking a fixed term Agreement

We wish to break a fixed term agreement, however understand that rent is payable up until a day before the new tenant takes possession of the property or the end of the fixed term agreement (whichever comes first). In addition, a leasing fee of 3.3% pro-rata of the annual rental and marketing cost of \$220.00 is payable upon vacating and the return of keys to our office.

We will be returning keys on (Vacate Date): _____

Reason for Vacating: _____

OPEN FOR INSPECTIONS:

Please **CIRCLE** a minimum of **FOUR** time slots on separate days where we can make appointments to show your property to prospective tenants each week. Please note we will advise you two days prior to confirm the exact time of inspection (will last 10 minutes only). Note: Once your property has been leased all future inspections will be cancelled. Therefore, we may only be required to conduct inspections in the early stage of your vacate period.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30AM – 11:30AM	N/A	9:30AM – 11:30AM	9:30AM – 11:30AM	9:30AM – 11:30AM
11:30AM - 1:30PM	11:30AM - 1:30PM	11:30AM - 1:30PM	11:30AM - 1:30PM	11:30AM - 1:30PM
3:00PM – 5:00PM	3:00PM – 5:00PM	3:00PM – 5:00PM	3:00PM – 5:00PM	N/A

Forwarding details are:

Your security deposit/ bond is held with the RTBA and therefore it is mandatory to complete a bond claim form for the return of the security deposit/ bond. I/we advise that the forwarding address for the refund documents for the security deposit is;

Name _____

New Address _____

Date _____ Signed _____

Office Use: 28 Day Notice Period Ends: _____