

Renter 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/ loss of 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 reimbursement of the rental providers costs, being a leasing fee of one weeks rental (pro-rata) 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 **TWO SEPARATE DAYS** where we can make appointments to show your property to prospective renters each week. Please note we will advise you **two** days prior to confirm the exact time of inspection (will last approx. 10 minutes only). **Note: Once the 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:

I/we advise that our forwarding address are as follows;

Name _____

New Address _____

Date _____ Signed _____

Office Use: 28 Day Notice Period Ends: _____