

TENANT VACATING NOTICE

Name:

Address of rented premises:

Forwarding address:

Vacating date: _____

1. I/We agree that under the terms our lease agreement we must give:
 - 21 days notice – as the fixed term has expired
 - 14 days notice (applicable only if given in the last 14 days of the fixed term).
 - We are breaking our lease. We will be moving on _____ and our lease is not due to expire until the _____. We understand that we are responsible for the condition of the property and will continue to make rental payments until the end of the lease or until another tenant is found. We realise we are required to pay one week's full rent as a reletting fee.

2. Please select one of the following options:
 - With prior approval, a representative from your office may show prospective tenants through the property, using the master key.
 - I/We agree to show the prospective tenants through the property ourselves.
Please phone:

Home

Work

Mobile

3. Due to future in-going tenants, I/We understand that the specified vacate date is fixed and **CANNOT** be extended.
4. I/We authorise link real estate to give out the address of the property to prospective tenants.
5. I/We understand that all inspections must be pre-arranged with this office and will refuse entry to any unauthorised persons.
6. I/We understand that we are responsible for the condition of the property as well as rental payments until the day the keys are handed in.
7. I/We understand all outstanding rent monies must be **PAID IN FULL** when the keys are returned to the agent.

Signature/s

Date