

Notice To Vacate

Date: _____

Name: _____

Address: _____

Home Phone: _____ **Work Phone:** _____

Mobile: _____ **Email:** _____

Dear Sir/Madam,

Under the terms of the lease executed, I/we wish to give 21 days' notice of my/our intention to vacate the above premises on: _____

I/we do/don't wish to be present at the final inspection.

For the purpose of all future correspondence and refund of bond, my/our forwarding address will be: _____

Yours Faithfully,

OFFICE USE ONLY

Vacating notice processed/received

By: _____ **Date:** _____