

Notice of Intention to Vacate the Property

Property: _____

As per our Tenancy Agreement I/we _____

hereby advise that I/we will be vacating the above property on the _____

Our Tenancy Agreement *has already expired / will expire* on _____

We are aware that **28 days notice** is required prior to the end of our tenancy agreement (this notice can be given up to and including the last day of the fixed term tenancy agreement). We are also aware that this notice does not take effect until received by Bells Real Estate and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys, remotes and rentcards to the office.

We advise that on this day we will hand to your office all keys in our possession including any keys we have duplicated.

We authorize you to erect a "for lease" sign (where applicable) and to show prospective tenants the property during the final 2 weeks.

We agree to have the property completely vacated by the above date and will have the property clean and tidy as per the cleaning guide for your inspection.

Signed (Tenant 1) _____ Date: _____

Forwarding Address: _____ Phone: _____

Signed (Tenant 2) _____ Date: _____

Forwarding Address: _____ Phone: _____

Signed (Tenant 3) _____ Date: _____

Forwarding Address: _____ Phone: _____

Reason for Vacating the Property: _____
