

Date Lodged - _____

Property _____

Tenant's Name/s _____

I/We wish to vacate the above mentioned property and hereby give (_____) days notice.

My Vacating date will be: _____

We would like to attend the Outgoing inspection: **Yes/No**

I/We agree to hand in all keys at our vacate date.

The reason for vacating the property: _____

My/Our Forwarding Address & Contact numbers are:

Address: _____

Home: _____

Mobile: _____

Work: _____

Email: _____

DISCLAIMER: THE TENANT/S HEREBY ACKNOWLEDGES AND AGREES THAT THE AGENT WILL RE-ADVERTISE THE PROPERTY FOR LEASE UPON RECEIPT OF THEIR NOTICE TO VACATE. IF THE TENANT/S CIRCUMSTANCES CHANGE AND THEY WITHDRAW THEIR NOTICE TO VACATE AFTER THE PROPERTY HAS BEEN ADVERTISED, THE TENANT/S WILL BE LIABLE TO REIMBURSE THE AGENCY FOR THE COST OF ADVERTISING.

Signed by Tenants: _____

INTERNAL OFFICE USE

Vacate Date Correct – **Yes/No**

Vacating Notice Received By _____

Date Received _____

Signed By _____ Date _____