

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 and have the rent paid until the date of expiry of the Lease.

The reason for vacating the property: _____

My/Our Forwarding Address & Contact numbers are:

Address: _____

Home: _____

Mobile: _____

Work: _____

Email: _____

Signed by Tenants: _____

(Print Names- by printing your names, you confirm you have completed this form)

INTERNAL OFFICE USE

Vacate Date Correct – **Yes/No**

Vacating Notice Received By _____

Date Received _____

Signed By _____ Date _____