

Tenant Vacating Notice

Date: ____/____/____

I/ we _____
 hereby give notice of my/ our intention to vacate the following property

Address: _____

on the following date: ____/____/____

I/ We understand that the amount of notice we have to give is as follows:

- Residential Tenancy agreement is due to expire:- 2 weeks (14 days) either side of the date the Residential Tenancy agreement expiring.
- Residential Tenancy Agreement expired: 3 weeks (21 days) notice in writing.

My/ Our forwarding address will be: _____

I/ We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/ us on:

Work: _____ Home: _____

Mobile: _____ Email: _____

Regards

Tenants

Tenants

Office Use Only	
Date notice received: ____/____/____	Recommended new rent: \$ ____ pw
Vacate date entered: ____/____/____	Current rent \$ ____ pw
Tenant and landlord letter sent: ____/____/____	Tenancy Agreement expiry date: ____/____/____