



## Vacate Notice from Tenant Form

<b>Tenant(s):</b>	
<b>Property:</b>	

**PERIODIC AGREEMENT** - In accordance with the Residential Tenancies Amendment Act (2010) I/we hereby give at least **21 days notice** to vacate the above premises on \_\_\_\_\_. I understand that I/we are liable for the rent payments **up to and including** the vacate date.

**FIXED TERM AGREEMENT** – In accordance with the Residential Tenancies Amendment Act (2010) I/we hereby give at least **21 days notice** to vacate the above premises at the expiry of date of our Fixed Term Tenancy Agreement on \_\_\_\_\_. I understand that I/we are liable for the rent payments **up to and including** the vacate date.

A I/we **intend leaving the property earlier**, on \_\_\_\_\_. I/we understand that should the property be re-let prior to the date specified in points 1 or 2, above, then I will only be required to pay the rent to the date of the commencement of the new tenancy.

B I/we shall have the **keys returned to Professionals, Whakatane by 5.00 pm on the vacate date**. At this time the property shall be left in the condition that I/we want it to be inspected. I/we authorise Professionals, Whakatane to change the locks at my expense if the keys are not returned by the agreed time.

**BREAKING A FIXED TERM TENANCY AGREEMENT:** I/we wish to break my fixed term agreement, which expires on \_\_\_\_\_. I/we understand that I/we will be **liable for rent payments** and for **maintaining the property up to the date a suitable replacement tenant commences** at the property **or the fixed term expires whichever comes earlier**. I/we appoint Professionals, Whakatane to advertise the property for re-let and to select a replacement tenant. I/we will make the property available for viewing by prospective tenants.





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My/Our reason for vacating is:			
My/Our forwarding address will be:			
Work:	Home:		
Mobile:	Email:		

1. I/We understand that a “for rent” signboard may be erected at the property and you may want to show prospective tenants through the property. Access, in this regard, can be arranged by contacting me/us at the above numbers.
2. I/we understand that any unpaid rent or tenant debt at the end of the tenancy will be recovered by Professionals, Whakatane through the Tenancy Tribunal and my name may be registered with a debt collection agency.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Office Use Only	
Date notice received: ____/____/____	Notice by: mail / fax / email / post / counter
Original Notice: <input type="checkbox"/> or Counter Notice: <input type="checkbox"/>	Rent Review \$_____ Authorised by_____
<b>Comments:</b> Is property on market for sale? Yes/No	
<b>ADVERTISE PROPERTY AVAILABLE DATE</b> _____	

