



NOTICE TO VACATE

Date:

Name:

Address:

REASON FOR VACATING:

No Grounds: I/We hereby give written notice and I/We wish to terminate our Tenancy Agreement. As the agreement is under continuation clause, I/We hereby give a minimum of 21 days notice and will be vacating the property on __/__/__.

End of Fixed Term: I/We hereby advise that we wish to give vacant possession of the premises on __/__/__, being a date of the fixed term of the agreement, which is a date no earlier than 14 days after the date of this notice.

Breaking of Lease: I/We hereby advise that due to

I/we will be required to break our lease. I/We will be vacating the property on __/__/__. I/We understand that I/We will be required to pay rent until a new tenant is secured and all reletting costs.

SHOWING THE PROPERTY

As per the conditions of your Residential Tenancy Agreement it will be necessary to provide this office with reasonable access to the property for the purposes of showing prospective tenants for the re-letting process.

It is our aim to minimise the disruption to you as a tenant, and therefore request the below details be completed outlining the date & time a representative from this office will conduct an Open House:

DATE: __/__/____ TIME: ____:____

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DATE: __/__/____ TIME: ____:____

DATE: __/__/____ TIME: ____:____

Please note that open times are only conducted Monday to Friday 9am – 5pm.



PERSONAL DETAILS

Forwarding Address:

Bank Details:	BSB:	BANK:	ACCOUNT NUMBER:
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Contact Numbers:	HOME:	MOBILE:	WORK:
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Email:

VACATE INSPECTION

I/We wish to confirm that at the final inspection I/we : () wish to be present () do not wish to be present

Signed: _____ Signed: _____ Dated: _____