



# Tenant Vacating Notice

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

Address: .....

on the following date: .....

I/We understand that I/we am/are required to give \_\_\_\_\_ days notice, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_  
\_\_\_\_\_

I/We would like assistance in finding another property. Yes/No (circle one)

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: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

«Name»

Office Use Only	
Date notice received:      ___/___/___	Tenancy Agreement expiry date:
Landlord advised:          ___/___/___	Current rent      \$
Computer input:            ___/___/___	Rent paid to:
Pre-vacating letter to tenant:   ___/___/___	Recommended new rent: \$
Pre-vacating inspection date:   ___/___/___	Landlord advised:            ___/___/___
Listing prepared:            ___/___/___	Signboard erected:            ___/___/___