

## NOTICE TO VACATE

Property Address: \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_

Date Notice Given: \_\_\_\_\_

Date vacating the property: \_\_\_\_\_

(14 days' notice required if ending a fixed term lease or 21 days' notice required if on a continuing lease)

Tenant(s) contact numbers and email address:

Mobile No(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Tenant(s) forwarding address: \_\_\_\_\_

Reason for Vacating: \_\_\_\_\_

Tenants Instructions for agent to show prospective tenants:

(Note: Access must be allowed 14 days prior to your vacating date).

Agent can show property using the office keys:

Agent to Call tenant first to arrange viewing:

Bank Account Details (For Bond refund):

Name: \_\_\_\_\_ Bank: \_\_\_\_\_

BSB NO: \_\_\_\_\_ A/C NO: \_\_\_\_\_

Tenant(s) Signature(s): \_\_\_\_\_

(All tenants on lease agreement must sign)

Please note: You will be contacted via phone or email within 24 hours of your notice being received and an email will be sent with the Vacating Procedures.

Rent will be charged until the day you have handed back the keys to the above property.