



TENANT NOTICE FORM

Tenant(s):-

Property:-

I/We hereby give notice of my/our intention to vacate the above property on:-

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 understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by contacting me/us on:

Work:

Home:

Mobile:

Email:

Signed:

Date:

Tenant(s)

OFFICE USE ONLY

Date notice received: _____

Tenancy Agreement expiry date: _____

Landlord advised: _____

Current rent \$ _____ pw/pfn/pm

Recorded on computer: _____

Rent paid to: _____

Pre-vacating letter to tenant: _____

Rec. new rent: \$ _____ pw/pfn/pm

Pre-vacating inspection date: _____

Landlord advised: _____

Listing prepared: _____

Sign board erected: _____

Comments: _____