

Office Use: Date received / /



NOTICE OF INTENTION TO VACATE THE PROPERTY

PROPERTY: _____

As per our tenancy agreement I/we _____

hereby advise that I/we will be vacating the above property on the ____ day of _____ 20 ____
handing the keys into your office by close of business, 5.00pm.

Our tenancy agreement has **already expired / will expire** on the ____ day of _____ 20 ____

We are aware that this notice must be given 14 days prior to vacating. We are also aware that this notice does not take effect until received by our Real Estate office and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

Keys must be *returned to our office on or before 5.00pm* the day of above vacating date or you will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a To Let Sign (where applicable) and to show prospective tenants the property during the final 4 weeks. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.

Current Home Number: _____

SIGNED (Tenant 1): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 2): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 3): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

SIGNED (Tenant 4): _____ Date: _____

Forwarding Address: _____

Work: _____ Mobile: _____

REASON FOR VACATING THE PROPERTY: _____
