

**NOTICE TO VACATE**

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

Tenant's Name : \_\_\_\_\_

I hereby give you notice of my/our intention to vacate the above rented premises on \_\_\_\_\_ (date).(\*see below for notice requirements)

Reason for vacating is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forwarding Address will be: \_\_\_\_\_

\_\_\_\_\_

I/we understand that during the last 14 days of tenancy you may wish to show prospective tenants through the property and access can be arranged by telephoning me/us on:

Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Home: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward this form to our office and a property manager will contact you to arrange a vacate inspection of the property.

**\*Minimum days for notice:**

- 14 days for terminating the tenancy at the end of the fixed lease term – notice must be given before the fixed term ends
- 14 days for a breach of the tenancy agreement – reasons must be given
- 21 days for terminating the tenancy after the fixed term has ended

**OFFICE USE ONLY**

Date Form Received: \_\_\_\_\_

Property Manager: \_\_\_\_\_