

**TENANT VACATING NOTICE (Residential)**

Tenant(s):

\_\_\_\_\_

Property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

I/We understand that I/We an/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/pcm

Recorded on computer: \_\_\_\_\_ Rent Paid to: \_\_\_\_\_

Pre-vacating letter to tenant: \_\_\_\_\_ Rec. new rent: \$ \_\_\_\_\_ pw/pfn/pcm

Pre-vacating inspection date: \_\_\_\_\_ Landlord advised: \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Sign board erected: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_