

Request for Tenant Vacating Notice (Agreement Expired)

I/we hereby give notice of my/our intention to vacate the following property:

Property Address:

On the following date:

Date:

I/we understand that I/we am/are required to give 21 days notice, under terms of my/our Tenancy Agreement.

My/our reason for vacating is:

Reason:

My/our forwarding address is:

Address:

I/we would like assistance in finding another property. Yes/no (circle one)

I/we understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contracting me/us on:

Work Phone:

Mobile:

Email:

Signed:

Date:

OFFICE USE ONLY

Date Notice Received	/ /	Agent Expired Date	/ /
Landlord Advised	/ /	Current Rent \$	(pw/ pfn/ pcm)
Computer Input	/ /	Rent Paid To	/ /
Pre-vacating Letter to Tenant	/ /	Recommended New Rent \$	(pw/ pfn/ pcm)
Pre -vacating Inspection Date	/ /	Landlord Advised	/ /
Listing Prepared	/ /	Signboard Erected	/ /