

# TENANT VACATING NOTICE

(LEASE EXPIRED)



I/We hereby give notice of my/our intention to vacate the following property.

Date

Address

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

Reason for vacating

Forwarding address

I/We understand that you may want to show prospective tenants through the property.

Please arrange access for this purpose by contacting me/us on

Work

Home

Mobile

Email

Signed

Date

Tenant(s)

## Office use only

Date notice received

Agreement expiry

Landlord advised

Current rent

Computer input

Rent paid to

Pre-vacting letter

Recommended new rent

Pre-vacting inspection

Landlord advised

Listing prepared

Signboard Erected