NOTICE OF INTENTION TO VACATE

Notice Required:
Lease Current – 14 Days Notice (2 Weeks)
Lease Expired – 21 Days Notice (3 Weeks)

ADDRESS OF PROPERTY:……

TENANT NAME:……

DATE NOTICE GIVEN (start of notice):……

LEASE CURRENT ( ) LEASE EXPIRED ( )

NOTICE VACATING DATE:……
(This is the expiry date of your notice. Your rent must be paid to this date)

ACTUAL VACATING DATE:……
(This is the actual date that you will be vacating, EG: you may like to vacate earlier but still pay to the above date)

FORWARDING ADDRESS:……..

PHONE NUMBERS:……..

You acknowledge that you may be contacted on the above numbers regarding arrangement for inspection with potential tenants to view the property.

TENANT'S SIGNATURE:…….. DATE:……

OFFICE USE ONLY

- **DETAILS ENTERED ONTO LETTING SHEET**
- **OWNER/TENANT ACKNOWLEDGEMENT LETTERS SENT**

- **RENT PAID TO VACATION DATE – if no details……**

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- **FULL BOND REFUNDED – if no details……**

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COMMENTS:……

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