

Tenant Vacating Notice

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

Name(s):
Address:
on the following date: ___/___/___

I/We understand that I/we am/are required to give _____ days notice, under the terms of my/our Tenancy Agreement (14 days if fixed term ending or 21 days if continuing lease).

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

My/Our bond is to be (please circle):

Refunded by cheque: yes/no	branch:	bsb:	account:
or into bank account:			

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: _____

Office Use Only	
Date notice received: ___/___/___	
Rent currently paid to: ___/___/___	Rent in credit:
Current outstanding water usage:	\$
Rent owing to vacating date:	\$
Total owing to vacating date:	\$
Please note that if water usage is payable there will be a further invoice upon vacating	