

**TENANT VACATING NOTICE**

Tenant(s): \_\_\_\_\_

Property: \_\_\_\_\_

Date: \_\_\_\_\_

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

Tenancy Agreement Expiry Date: \_\_\_\_\_

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

**I/We also understand that if my/our rent is paid by way of Raine and Horne Paycard that it is my/our obligation to cancel this facility. (This can be done by phoning freecall 1300 300 020).**

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

Access can be gained to show prospective tenants through the property by either :

using our keys  or, calling first and using our keys  or, ringing to make a suitable time

My/Our contact details are as follows:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Tenant(s)

**So that we can assist you to receive a full bond refund, please give us a suitable time in the next 2-3 days when you can be present for us to conduct a brief pre-vacate inspection.**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Office Use Only	
Date notice received: _____	Tenant agreement expiry date: _____
Rent paid to: _____	Current rent \$ _____ pw/pfn/pm
Rent due to vacate date \$ _____	Tenant advised of rent due to vacate date: <input type="checkbox"/> yes
Vacating tenant checklist raised: _____	Update tenant phone No's on Rest: <input type="checkbox"/> yes
Booked Pre-Vacate inspection into Property Manager's Diary: <input type="checkbox"/> yes	