

NOTICE TO VACATE

Date Notice Given: _____

Under the terms of my Residential Tenancy Agreement, which I have read and fully understand, I wish to notify you that I will be vacating the premises known as:

I hereby give the required _____ days notice to vacate, the date of vacating being _____ on which day I will hand in ALL KEY/S and DEFT CARD/S to your office.

My forwarding address is: _____

Telephone Numbers:

Home: _____ Work: _____

New Home: _____ Mobile _____

Fax: _____ Email _____

I am aware that all blinds, light fittings, stove (griller, oven & hot plates), floors, walls, doors, shower recess, bathtub, etc, must be left in good order and in clean condition, as per original inspection report, otherwise deduction may be taken from my rental bond.

Any delay in returning keys to this office or in completing the cleaning of the premises will keep me responsible for rent until all is finalised.

I will allow the agent to show the premises to intending tenants, as provided in Clause 9.7 of the Residential Tenancies Agreement.

The property consists of:

No. bedrooms	Floor No.	Balcony Y/N
Floor coverings	Sunroom Y/N	Courtyard Y/N
Laundry Share/Internal	No. bathrooms	LUG/carport/carspace
Furnished/unfurnished	Built ins Y/N	Others
Comments		

Reason for vacating: _____

Tenant/s Name:

Signature/s

Agent's Signature: _____ **Date:** _____