

## Tenant Vacating Notice

I/We .....(name)  
hereby give notice of intention to vacate the property at .....  
..... (property) on ..... (vacate date)

If for any reason the vacating date is changed, I/we will contact you in writing.

Under the terms of my Tenancy Agreement I understand that I am required to give:

- 21 days notice (if lease has expired)
- 14 days notice (coming up to end of lease)
- Breaking lease (agreement not yet expired) – please see additional clause below

I/we understand that as I am breaking the Tenancy Agreement I am responsible for extra costs and agree to refer to my lease for these details or contact my Property Manager for further information.

The reason for vacating is .....

My/our forwarding address is .....

My/our telephone number will be .....

You have my permission to show prospective tenants through the property using the master key between the hours of 9.00am – 5.00pm Monday to Saturday. I/we request that you make contact to make an appointment. W) ..... H) ..... M)..... E).....

I/We would like assistance in finding another property

Signed (by all parties) ..... Date .....

..... Date .....

### Bank Account Details – for any bond and/or rent refunds

Account Name: .....

BSB: ..... Account Number: .....

Signature of all parties: .....