

# TERMINATION NOTICE

## NOTICE TO VACATE – VACATING AT END OF LEASE

PROPERTY ADDRESS

---

TENANT NAME

---

### ENDING A FIXED TERM TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **28 clear days** Notice if delivering to the Agency by hand

Vacate Date

---

### ENDING A PERIODIC TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **28 clear days** Notice if delivering to the Agency by hand,

Vacate Date

---

### KEYS AND RENT

Keys and entry items will be returned to the Managing Agent on or before 9-30 am on the Vacate / Handover date. I/We understand rent is payable up to and including the day all key and entry items are returned or the date the Tenancy Agreement ends, whichever event occurs last, and the **Bond is not to be used for rent.**

---

### APPOINTMENTS TO SHOW PROPERTY TO PROSPECTIVE TENANTS

I/We agree to the Agent entering the Premises with prospective Tenant/s to inspect the Property. The Agent will provide a written Notice of Entry giving me at least 24 hours notice of when the inspection will take place.

### TENANT DETAILS – FORWARDING ADDRESS AND ACKNOWLEDGEMENT

If more than 3 Tenants, attach required details to this form.

I/We acknowledge the Agent's invitation to attend the Vacate Inspection and will advise the Property Manager if attending at least 2 days before the Vacate / Handover date scheduled by the Agent.

Each Tenant is to complete this section, giving forward contact and address details as required by Legislation.

**Each Tenant is to sign and date to verify the Notice to Vacate details provided on this form before request can be accepted by our office**

TENANT NAME

---

Email

Mobile

Home Phone Number

Work Phone Number

Forwarding Address

---

Signature

Date

---

**TENANT NAME**

**Email**

**Mobile**

**Home Phone Number**

**Work Phone Number**

**Forwarding Address**

**Signature**

**Date**

**TENANT NAME**

**Email**

**Mobile**

**Home Phone Number**

**Work Phone Number**

**Forwarding Address**

**Signature**

**Date**

OFFICE USE ONLY	Date Agency received Notice	Method of Delivery to Agent	Agency Signature