



PHILLIPSPANTZERDONNELLEY

## Tenant Vacating Notice (Lease Expired)

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

On the following date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

I/We understand that I/we are required to give;

- 14 days notice required for fixed term agreements for a date not before the expiration of the fixed term
- 21 days notice required for continuing agreements
- 4 working days must be added if posting the notice
- Notice must be signed by all the tenants on the Residential Tenancy Agreement

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

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

I/We would like assistance in finding another property. Yes / No (circle one)

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: \_\_\_\_\_

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

NOTE: ALL TENANTS ARE REQUIRED TO SIGN VACATE NOTICE

Office Use Only	
Date notice received: _____/_____/_____	Agreement expiry date: _____/_____/_____
Landlord advised: _____/_____/_____	Current rent: \$ _____ /pw
Computer input: _____/_____/_____	Rent paid to: _____/_____/_____
Pre-vacating letter to tenant _____/_____/_____	Recommended Rent \$ _____ /pw
Pre-vacating inspection date _____/_____/_____	Landlord Advised _____/_____/_____
Listing Prepared _____/_____/_____	Signboard Erected _____/_____/_____