



TENANT VACATING NOTICE

Date: _____ Received by: _____

Rental Property: _____

Tenants Name: _____

Vacating Date: _____ (keys to be handed in by or on this date)

Lease expiry date: _____ Forwarding phone number: _____

Forwarding address: _____

Reason for vacating: _____

Have you cancelled your direct payments through DEFT / direct debit / automatic transfer?
YES / NO

Your Property Manager may request inspections by to show prospective tenants by:
Using the office set of keys YES / NO
Phoning me / us YES / NO
Agreed days and times YES / NO

I / We acknowledge under the terms of the Residential Tenancy Agreement that the following notice is required when vacating. Periodic Lease agreement requires 21 days notice in writing beginning the day that this is received in our office. Fixed Term Lease Agreement requires 30 days notice in writing that you will not be renewing your lease agreement.

I / We acknowledge that the rent is due and payable up to the vacating date in accordance with the Residential Tenancy Agreement. After the vacate date, rent is also payable until ALL keys are returned to our office.

I / We acknowledge that the bond has been paid as form of security for the landlord and CANNOT be used to pay rent arrears prior to vacating.

SIGNED BY ALL LEASE HOLDERS: X _____ Date: _____

X _____ Date: _____

X _____ Date: _____