

TENANT VACATING NOTICE



PROPERTY ADDRESS: _____

TENANT/S NAME/S: _____

PHONE NUMBER: _____

DATE NOTICE GIVEN: ____ / ____ / ____ VACATING DATE: ____ / ____ / ____

REASON FOR VACATING: _____

FORWARDING ADDRESS: _____

You are required to be at the final inspection Yes / No

If you are unable to be or do not wish to be please state your reason: _____

I hereby confirm that I have given the necessary ____ days notice and intend to vacate the premises in accordance with the information listed above.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

(ALL Tenants listed on the Lease MUST sign the vacating notice)

Office Use only

All Tenants have Signed Vacating Notice: Y / N
Tenant confirmation letter/email sent: Y / N
Breaking Lease Y / N
Charge Break Lease Fee Y / N
Approval to Re-Lease: Y / N

Owner advised: Y / N
Property Tree updated: Y / N
Lease Expiry Date: ____ / ____ / ____
Current Rental Price: ____ \$ ____ :00