



# Notice to Vacate Form

TENANT-

\_\_\_\_\_

PROPERTY-

\_\_\_\_\_

I/We hereby give notice to vacate our property on- \_\_\_\_\_

Ensuring that the property will be cleaned and in the same state as ingoing condition report as well as keys returned.

I/We understand that we are required to give \_\_\_\_\_ days notice, under the terms of tenancy agreement.

Reason for vacating is-

\_\_\_\_\_

Forwarding address will be-

\_\_\_\_\_

You will be contacted by a property manager to confirm a vacate inspection.

I/We understand that during the last 14 days of tenancy you may wish to show prospective tenants through the property and access can be arranged by telephoning me/us on

WORK- \_\_\_\_\_ MOBILE \_\_\_\_\_

HOME- \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE- \_\_\_\_\_ DATE- \_\_\_\_\_

OFFICE USE ONLY-

PROPERTY MANAGER \_\_\_\_\_

RECEIVED \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**PLEASE PRINT OUT AND KINDLY FAX TO  
YOUR OFFICE OF TENANCY**

**RICHMOND - (02) 45783412 OR WINDSOR (02) 45773433**