



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 am/are required to give **21 days notice**, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

_____ Post Code _____

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: _____

☎ Other: _____

✉ Email: _____

Signed: _____

Date: _____

Tenant(s)

| Office use only | | | |
|-------------------------------|----------------|-----------------------|----------------|
| Date notice received | ____/____/____ | Agreement expiry date | ____/____/____ |
| Landlord advised | ____/____/____ | Current rent | \$ _____ |
| Computer input | ____/____/____ | Rent paid to | ____/____/____ |
| Pre-vacating letter to tenant | ____/____/____ | Recommended new rent | \$ _____ |
| Pre- vacating inspection date | ____/____/____ | Landlord advised | ____/____/____ |
| Listing prepared | ____/____/____ | Signboard Erected | ____/____/____ |