

# Request for Tenant Vacating Notice (Agreement Expired)

I/we hereby give notice of my/our intention to vacate the following property

property address

name

On the following date:

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:

reason

My/our forwarding address will be:

address

Bank details for refund:

person's name

BSB

account name

account no.

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

## OFFICE USE ONLY

date notice received

/ /

agent expiry date

/ /

landlord advised

/ /

current rent

\$ pw/pfn/pcm

computer input

/ /

rent paid to

/ /

pre-vacating letter to tenant

/ /

recommended new rent

\$ pw/pfn/pcm

pre-vacating inspection date

/ /

landlord advised

/ /

listing prepared

/ /

signboard erected

/ /

