

Tenant Vacating Notice Request (Agreement Expired)

Date

Tenant Name/s

I/We hereby give termination notice to vacate the following property:

On the following date:

I/We understand that under the terms of my/our Agency Agreement I/we am/are required to give 21 days written notice.

My/Our reason for vacating is:

My/Our forwarding address will be:

I/We would like assistance in finding another property. Yes / No (please circle)

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:

| | | | |
|------|------|--------|-------|
| Home | Work | Mobile | Email |
|------|------|--------|-------|

Signed:

Date:

OFFICE USE ONLY

| | |
|----------------------|--|
| Date notice received | |
| Actioned by | |
| Entered into console | <input type="checkbox"/> Yes <input type="checkbox"/> No (reason?) _____ |
| Action Plan attached | <input type="checkbox"/> Yes <input type="checkbox"/> No (reason?) _____ |
| Signed | |