

# Tenant Vacating Notice Request (Ending Fixed Term)

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 14 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
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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	