

28 DAY - NOTICE TO VACATE

I/we _____
(Tenant Name/s)

of _____
(Property Address)

Hereby give the required 28 days notice of my/our intention to vacate the above property.

This notice will expire: ____ / ____ / ____

I/We intend to vacate the premises on: ____ / ____ / ____

I/We are vacating for the following reason: (must be completed)

Forwarding Address: (if known)

Contact name: _____ (M): _____

(H): _____ Email: _____

Lease expiry date: ____ / ____ / ____

Break Lease? YES / NO

If yes, a Break Lease Form **must** be completed.

Reletting inspections with prospective tenants: (Please tick)

- I/We request to be called prior to any inspections taking place
- I/We advise that the office key can be used to gain access without being phoned prior to

I hereby acknowledge that I am responsible to maintain the property and pay rent up to and including the vacating date. That you are aware that you will have fully vacated the property, have it clean/tidy, and all keys/remotes to the property returned to our office by close of business on the final vacating day.

Print name/s: _____

Signed: _____ Date: ____ / ____ / ____

Print name: _____

Signed: _____ Date: ____ / ____ / ____

Office Use Only

- Advise landlord agree to release & confirm rent
- Update REST tenants contact details & F/A
- Vacate date entered on REST
- Proof Advertising/Pics/Rent & upload
- Final Inspection booked in calendar Date: / / at ____:____ am / pm
- Letters Completed

Staff: _____