

## Tenant Vacating Notice - Periodic Lease (Lease NOT Expired)

I/We hereby **give notice of my/our intention to vacate the following property:**

Address:

On the following date:

I/We understand that this is breaking the tenancy agreement and acknowledge my/our responsibility for:

- Four weeks rent if less than 25 percent of the agreement has expired.
- Three weeks rent if 25 percent or more but less than 50 percent of the agreement has expired.
- Two weeks rent if 50 percent or more but less than 75 percent of the agreement has expired.
- One weeks rent if 75 percent or more of the agreement has expired.

My/Our reason for vacating is:

My/Our forwarding address will be:

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/Mobile:

Email:

Signed:

Date:

**NOTE: ALL TENANTS ARE REQUIRED TO SIGN VACATE NOTICE**

Office Use Only			
Date Notice received:	/	/20	Agreement Expiry: / /20
Landlord advised:	/	/20	Current Rent: \$            per week
Computer input:	/	/20	Rent paid to: / /20
Letter sent to tenant:	/	/20	Recommended Rent: \$            per week
Vacate Inspection:	/	/20	Invoice sent: / /20
Listing Prepared:	/	/20	Signboard Erected: / /20