

Tenant Vacating Notice - Fixed Term Lease (Lease Expired)

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

Address:

On the following date:

I/We understand that we are required to provide

- Four weeks rent if less than 25 percent of the agreement has expired.
- 21 days' notice is required for periodic agreements.
- 4 days must be added is posting the notice (Email is preferred)
- Notice must be signed by all parties on the Residential Tenancy Agreement

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	
Listing Prepared: / /20	Signboard Erected: / /20