

# Request for Tenant Vacating Notice (Agreement Expired)

I/we hereby give notice of my/our intention to vacate the following property

On the following date:

I/we understand that I/we am/are required to give 21 days notice, under the terms of my/our 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:

<input type="text" value="work"/>	<input type="text" value="home"/>	<input type="text" value="mobile"/>
-----------------------------------	-----------------------------------	-------------------------------------

<input type="text" value="signed"/>	<input type="text" value="date"/>
-------------------------------------	-----------------------------------

## OFFICE USE ONLY

<input type="text" value="date notice received"/> / /	<input type="text" value="agent expiry date"/> / /
<input type="text" value="landlord advised"/> / /	<input type="text" value="current rent"/> \$ pw/pfn/pcm
<input type="text" value="computer input"/> / /	<input type="text" value="rent paid to"/> / /
<input type="text" value="pre-vacating letter to tenant"/> / /	<input type="text" value="recommended new rent"/> \$ pw/pfn/pcm
<input type="text" value="pre-vacating inspection date"/> / /	<input type="text" value="landlord advised"/> / /
<input type="text" value="listing prepared"/> / /	<input type="text" value="signboard erected"/> / /