



TENANT VACATING NOTICE

I/We acknowledge under the terms of the Residential Tenancy Agreement that the following notice is required when vacating.

Current Tenancy Agreement: 14 days notice must be given before the end of the fixed term of the Agreement otherwise the agreement becomes a continuing agreement.

Continuing Agreement: 21 days notice if you are a tenant in a continuing agreement.

**** PLEASE COMPLETE ALL SECTIONS ****

Date: _____ **Time:** _____ **Received by:** _____

Tenant/s: _____

Rental Property: _____

Vacating Date: _____ (keys to be handed in by or on this date)

Lease Expiry Date: _____

Forwarding Address: _____

Forwarding Phone No.: _____

Reason for Vacating: _____

Do you pay rent by:	
Bank transfer\deposit	<input type="checkbox"/>
Centrepay	<input type="checkbox"/>
Cash	<input type="checkbox"/>

In most cases our office will require inspections to potential tenants:		
Agreed Day:.....	Time: AM/PM.....	Access:.....
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I/We acknowledge that the rent is due and payable up to the vacating date in accordance with the Residential Tenancy Agreement. After the vacating date, **rent is also payable until all keys are returned to our office.**

I/We acknowledge that the bond has been paid as a form of security for the landlord and **cannot** be used to pay rental arrears prior to vacating.

SIGNED (ALL lease holders to sign): _____

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