



Tenant Vacating Notice

Dear Property Manager

Property Address: _____

I/We hereby give notice that I/we shall be vacating the above property on the

Please tick one of the following:

I/We are still within the period of our lease, and therefore are giving the required 14 days notice prior to our vacate date. My/our vacate date not being earlier than our lease expiry.

I/We are no longer within our lease period, and therefore are giving the required 21 days notice prior to our vacate date.

Reason for vacating:

Please note:

Your property will need to be shown to prospective new tenants prior to your vacate date.

Preferred days/times for 'open for inspections' would be

Access and appointment times may be arranged by phoning me/us on:

Mobile:

Work:

Home:

Tenants Name: _____

Tenants
Signature: _____