

TENANT INTENTION TO VACATE NOTICE



Prime People. Prime Service. Prime Results.

45 Ryrie Street Geelong 3220
Phone: 5229 8822
Fax: 5229 8855
Website: prime-realestate.com.au

Date: _____

Tenants: _____

Phone Number: _____

Property Address: _____

Vacating Date: _____

Reason For Leaving: _____

I/We acknowledge that this notice commences from the date of it's receipt in your office and that I am responsible for the rent and condition of the property for the duration of the notice or until an alternative tenancy commences, whichever occurs first;

I/We acknowledge that all keys are to be handed into your office by 5.00pm on the final day of my notice and should I be delayed for any reason, I agree to keep paying rent until all keys are surrendered to your office;

I/We acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants at reasonable times. I also agree that you may use the office key for access as all inspections are carried out and accompanied by your agency staff.

Forwarding Address: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

OFFICE USE ONLY

Date notice received: _____

Notice expiry date: _____

Received by: _____

Property Manager: _____

Pre-vacating letter to tenant: _____

Landlord advised: _____

Pre vacating to landlords: _____

Advertising: _____