



TENANCY VACATE NOTICE

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

Property Address: _____

Name of tenant: _____

Date this notice is given: ___/___/___

Vacate date: ___/___/___

NB. Notice periods:

- 21 days notice is required once your lease has expired.
- 14 days notice is required within the last 14 days of your tenancy.
- If you are ending the tenancy before lease expiry then a break lease fee applies:
 - 6 weeks rent if less than half of the term has expired or
 - 4 weeks rent if more than half of the term has expired

Please note that the break lease fee is due and payable once you have vacated the property & keys are returned.

Reason for vacating:

Forwarding address: _____

I/we understand that you may want to show prospective tenants through the property and confirm that as per the terms of the residential agreement we will provide reasonable access to the premises in the last 2 weeks of the tenancy. Please arrange access for this purpose by contacting me/us on.

Tenant 1

Name: _____

Preferred contact number: _____

Email: _____

Signature: _____

Tenant 2

Name: _____

Preferred contact number: _____

Email: _____

Signature: _____

Tenant 3

Name: _____

Preferred contact number: _____

Email: _____

Signature: _____