

TERMINATION NOTICE

NOTICE TO VACATE

PROPERTY ADDRESS

TENANT NAME

ENDING A FIXED TERM TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **14 clear days** Notice if delivering to the Agency by hand, or **18 clear days** Notice if sending by Post or on a date agreed to by both parties (i.e. break of Agreement)

Vacate Date

ENDING A PERIODIC TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered allowing for **21 days** Notice if delivering to the Agency by hand, or **25 days** Notice if sending by Post or on a date agreed to by both parties (ie break of Agreement)

Vacate Date

KEYS AND RENT

Keys and entry items will be returned to the Managing Agent before 5pm on the Vacate / Handover date. I/We understand rent is payable up to and including the day all key and entry items are returned or the date the Tenancy Agreement ends, whichever event occurs last, and the **Bond is not to be used for rent.**

APPOINTMENTS TO SHOW PROPERTY TO PROSPECTIVE TENANTS

I/We agree to the Agent entering the Premises with prospective Tenant/s to inspect the Property on these selected day/s and times, subject to the Agent first contacting me/us to confirm each inspection.

DAY/S	START TIME	END TIME
Monday		am / pm
Tuesday		am / pm
Wednesday		am / pm
Thursday		am / pm
Friday		am / pm
Saturday		am / pm

TENANT DETAILS – FORWARDING ADDRESS AND ACKNOWLEDGEMENT

If more than 3 Tenants, attach required details to this form.

I/We acknowledge the Agent’s invitation to attend the Vacate Inspection and will advise the Property Manager if attending at least 2 days before the Vacate / Handover date scheduled by the Agent.

Each Tenant is to complete this section, giving forward contact and address details as required by Legislation.

Each Tenant is to sign and date to verify the Notice to Vacate details provided on this form.

TENANT NAME

Email

Mobile

Home Phone Number

Work Phone Number

Forwarding Address

Signature

Date

TENANT NAME

Email

Mobile

Home Phone Number

Work Phone Number

Forwarding Address

Signature

Date

TENANT NAME

Email

Mobile

Home Phone Number

Work Phone Number

Forwarding Address

Signature

Date

OFFICE USE ONLY	Date Agency received Notice	Method of Delivery to Agent	Agency Signature