

VACATING NOTICE

PROPERTY:				
TENANT:				
PHONE:	HOME:		MOBILE:	
	BUSINESS:		EMAIL:	

DATE NOTICE GIVEN:				
VACATING DATE:				
REASON FOR VACATING:				
INSPECTION ARRANGEMENTS MUST BE MARKED:	Mon / Tue / Wed / Thur / Fri / Sat / Sun	Between:	&	am/pm
	Mon / Tue / Wed / Thur / Fri / Sat / Sun	Between:	&	am/pm
	I/we hereby authorise the agent to have use of the spare key to carry out inspections:-			
	SIGNED:		DATE:	
FORWARDING ADDRESS:				

DECLARATION

I/we hereby give Ray White Unlimited ____ days notice to vacate the property mentioned below, on the ___ / ___ / ___.

I/we hereby undertake to return the keys to your office on this date NO LATER THAN 3:00PM, OR, IF A SATURDAY NO LATER THAN 12:30PM.

I/we agree to pay rent up to this date and further agree to allow at least four (4) inspection times per week of the property to show prospective tenants through and give permission for the Agent to use the key if I/we are not home and previously notified the Agent..

I/we also agree for the agent to remove all items not previously kept at the premises including furniture, if notified of the cost of removal.

I confirm that I have given notice that I intend to vacate the premises in accordance with the above information.

SIGNED:	DATE:
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This section is only to be completed if the term of the residential lease has not expired.

BREAKING LEASE

I/We, _____ being tenant/s of the above address agree to pay all expenses in relation to the re-letting of the premises – being: One (1) weeks re-letting fee, owner's lease fee, advertising and all rent payable until another tenant occupies the premises,

or until the lease expiry date (whichever occurs first).

SIGNED:		DATE:	
AGENT:		DATE:	