

## Tenant Notice to Vacate Form

Tenant Name & Property Address:

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Tenant Forwarding Address:

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Suburb:

Postcode:

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Tenant Email Address:

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Tenant Contact:

M:

H:

W:

F:

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**Ending a periodic agreement - If your agreement is a periodic agreement it may be ended by the tenant by giving written notice of termination. The notice may be given at any time. The tenant must give at least 21 days notice.**

**Ending a fixed term agreement - If your agreement is a fixed term agreement it may be ended by the tenant giving written notice of termination. The notice may be given at any time up until the end of the fixed term but cannot take effect until the term ends. The tenant must give at least 14 days notice.**

- I/We hereby give the required \_\_\_\_\_ days notice of my intention to vacate the above property have acknowledged the written notice requirements and understand that I/we are responsible for the property and rental payments up until the \_\_\_\_/\_\_\_\_/\_\_\_\_. I also understand that I am responsible for the property up until this date.
- I/We agree that in the event of not being contactable on any of the above numbers during the last 14 days of this notice, that a representative from Ray White Singleton may accompany any prospective tenants through the premises by use of the service key.
- I/We acknowledge our requirement to ensure that the property is returned to the Landlord in a reasonably clean and similar condition on the above date with regards to the condition of the property at the beginning of the agreement and the Residential Tenancies Act 2010.
- I/We agree that in the situation we are not able to ensure the property is ready for the final inspection, I/we will provide Ray White Singleton with instructions to arrange the necessary items to be completed.
- I/We take responsibility for costs incurred in order to return the property to the Landlord with regards to the condition report & the Residential Tenancies Act 2010 and will ensure that all expenses are paid upon receiving the invoice.

Name:

Signature:

Date:

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Name:

Signature:

Date:

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Name:

Signature:

Date:

### OFFICE USE ONLY

Date Received & Checked by:

Lease Break (yes or no):

Method Of Receipt (E.g. In Person, Post, Fax Or Email):

Property Manager: