

NOTICE BY TENANT
OF INTENTION TO VACATE

DATE RECEIVED: _____

Tenant Name

Property Address:

I/WE intend to vacate the above property on (Date) _____

Are you breaking the lease? Yes/No

Arranging Carpets to be Shampooed Agent/Tenant

Arranging Pest Control for Spraying Agent/Tenant

(NOTE - Receipts from Professional Companies for the above must be given to Agent)

Arrangements to show prospective tenant - Use Office key Yes/No

**** IMPORTANT** IF YOU ARE A DIRECT DEBIT TENANT – PLEASE ENSURE THE
PAYMENTS HAVE BEEN CANCELLED WITH YOUR BANK.**

Forwarding Address:

Home Phone No: _____ Work Phone No: _____

Contact Name & Address (If forwarding Address Unknown)

Contact Phone No: _____

Signature/s: _____

Date: _____

***PLEASE READ THE ATTACHED HELPFUL HINTS, WHICH WE TRUST WILL ASSIST YOU
TOWARDS A TROUBLE FREE BOND INSPECTION.***

PLEASE NOTE: *Bond disbursement will take approximately THREE (3) WEEKS*

Keys must be handed in on the day you vacate otherwise additional fees will be charged.