

TENANCY VACATE NOTICE



UnitedAgents
PROPERTY GROUP

Date: ____/____/____

I/We: _____ of _____

Wish to give **TWENTY ONE** (21) days written notice of our intention to vacate the above premises

We will be returning the keys for the property on: ____ / ____ / ____ (refer to calendar behind)

My/Our forwarding address is _____

Work: _____ Home: _____ Mobile: _____ Email: _____

I/We understand that the property is to be left as nearly as possible in the same condition as it was when I/we first took the occupancy at the beginning of the tenancy. If this does not occur I/we understand that a claim may be made against my/our bond.

I/We understand that I/we will be charged for rent up to and including the day I/we return the keys to your office.

If necessary I/we understand that the carpets may need to be steam cleaned upon vacating the premises.

Vacating inspection:

I/We wish to be present at the vacating inspection Yes { } No { }

(Upon the return of the keys/remote controls the real estate/Property manager will be in contact to set a time for the final inspection)

I/We understand that you may want to show the prospective tenants through the property. Please arrange access for this purpose by contacting me/us.

I/We will usually be available to give access on the following days (please specify): _____

Regards,

Tenants _____ Tenants _____

Office Use Only

Date notice received ____/____/____	Vacate Date entered: ____/____/____
Tenancy Expiry Date ____/____/____	Tenant & landlord letter sent: ____/____/____