

Notice to Vacate



TENANT NAME

Name

ADDRESS OF PREMISES

Property Address

Suburb

LANDLORDS NAME

Name

LEASE COMMENCEMENT DATE

Date

LEASE EXPIRY DATE

Date

WEEKLY RENT

Rent

\$

RENT TO VACATE DATE

Date

NOTICE RECEIVED BY MCPHAILS REAL ESTATE

Date

NO GROUNDS

I/We hereby give written notice that I/we wish to terminate our Tenancy Agreement. As the Agreement is under the continuation clause, we hereby give a minimum of 21 days notice & will vacate possession by 11 am on _____.

END OF FIXED TERM

I/we hereby advise that we wish to give vacant possession of the premises on _____ Being the fixed term of the Agreement, which is a date no earlier than 14 days after the date of this notice.

INSPECTION BY INTENDING TENANTS (please choose A or B)

A: You have permission to show prospective tenants through the property between the hours of 9-5 pm Monday to Friday and 9-12 pm Saturday. We do prefer that you phone first and leave your card if no one is home.

B: I would prefer to be home to show people through myself so please phone me on;

Home Phone: _____ Work/Mobile Phone _____

SIGNED BY TENANTS

Signature

Date

FORWARDING ADDRESS

Address

Phone

OFFICE USE ONLY

- ◇ Rent per week \$ _____
- ◇ Update whiteboard
- ◇ Update Red Square No: _____
- ◇ Change banklink method to 'none'
- ◇ Letter to tenant (*include PO Form & Cleaning Requirements*)
- ◇ Letter to landlord
- ◇ Forwarding address entered in Console
- ◇ Diarise phone call to confirm vacating arrangements (*2 days prior*)
- ◇ Diarise vacating inspection _____
- ◇ Task in Vicki's Diary
- ◇ Email David regarding 'For Lease' sign