

## Request for Tenant Vacating Notice (Agreement Expired)

First Floor, 444a High Street, Maitland NSW 2320

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I / we hereby give notice of my / our intention to vacate the following property

property address

**On the following date:**

date

I / we understand that I / we am / are required to give 21 days notice, under the terms of my/our Tenancy Agreement.

**My/our reason for vacating is:**

reason

**My / our forwarding address will be:**

address

I / we would like assistance in finding another property. Yes / No (circle one)

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

work

home

mobile

email

Signed

date

### CHECK LIST – OFFICE USE ONLY

date notice received / /

agent expiry date / /

landlord advised / /

current rent \$ pw / pfn / pcm

computer input / /

rent paid to date / /

pre vacating letter to tenant / /

recommended new tenant \$ pw / pfn / pcm

pre-vacating inspection date / /

landlord advised / /

listing prepared / /

signboard erected / /