

NOTICE OF INTENTION TO VACATE PREMISES

Date	
Property Address	
Tenant/s Name/s	
Phone Number/s	
Reason for Vacating	
Date I/We Intend to Vacate	
Forwarding Address	

Please be advised that in compliance with the conditions of my Residential Tenancy Agreement, I/we hereby serve notice of intention to vacate the above mentioned property by giving a minimum of 28 days notice.

- i. I/we acknowledge that this notice commences from the date after its receipt in your office and that I/we are responsible for the rent & condition of the property for the duration of the notice or until an alternative tenancy commences, whichever occurs first;
- ii. I/we acknowledge that all the keys are to be handed into your office by **12pm** on the final day of my notice period. Should there be a delay for any reason, I/we understand that rent will accrue on a daily basis until the keys have been returned.
- iii. I/we acknowledge that the tenancy agreement permits you to conduct inspections through the property with prospective tenants at reasonable times. I/we also agree that you may use the office keys for access as all inspections are carried out and accompanied by your agency staff.

Note: I acknowledge that items damaged or not left in a clean and tidy condition will be rectified by your agency and the costs will be deducted from bond monies held in trust with the Residential Tenancies Bond Authority.

TENANT/S SIGNATURE /S

DATE RECEIVED