

## NOTICE TO VACATE

DATE: \_\_\_\_\_

I/WE \_\_\_\_\_

being the tenants of the property at \_\_\_\_\_

advise that we are giving 21 days notice of my/our intention to vacate  
on \_\_\_\_\_.

Reason for leaving \_\_\_\_\_

I/We advise that you may show prospective tenants the property during the period by:

- Contacting me/us on the numbers below; or
- Use of the office keys for access if I/We are uncontactable.

Work: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

FORWARDING \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

\_\_\_\_\_

I/we wish our rental bond to be:

- refunded to the above address or bank acc
- claimed to cover any costs discussed
- transferred to a designated account

Bank: \_\_\_\_\_

Account name: \_\_\_\_\_

BSB: \_\_\_\_\_

A/C: \_\_\_\_\_