

notice of intention to vacate

property.....

Please accept this notification of my/our intention to vacate the abovementioned premises on

We are aware that this notice must be given 14 days prior (fixed term agreement) or 21 days prior (continuing agreement) to vacating & if we fail to do this rent will be charged up until 14 days or 21 days after receipt of this notice.

We are also aware that this notice does not take effect until received by our office & signed by all tenants.

We are aware that rent will be charged up to & including the day we return **ALL** keys & remotes to our office.

Keys must be returned to our office on or before 5pm on the above vacating date or you will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that may have been duplicated.

We agree to pay the rent up to & including the vacating date & to have the property completely vacated by the above date.

We understand that the property is to be returned in a clean & undamaged condition.

signed (tenant 1)..... **date**.....

forwarding address.....

ph (work) **ph (mob)**

email

signed (tenant 2)..... **date**.....

forwarding address.....

ph (work) **ph (mob)**

email

signed (tenant 3)..... **date**.....

forwarding address.....

ph (work) **ph (mob)**

email

reason for vacating property

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office use: date received / /