



Please return to:

Fax: 8823 8869

Email: rent@greencliff.com.au

### REQUEST FOR TENANT VACATING NOTICE

Tenant: \_\_\_\_\_

Property: \_\_\_\_\_

Vacate Date: \_\_\_\_\_

I/We understand that:-

- 1. At least 21 days notice must be given to vacate after expiry of fixed term lease
- 2. 14 days notice can be given during final 14 days of the fixed term tenancy but not before or after this period
- 3. Rent will be charged until ALL keys are returned
- 4. Bond inspections are done within 2 business days after vacating
- 5. Rent must be paid up until the vacate date or keys are returned

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

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:

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

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

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

Email: \_\_\_\_\_

**This following section MUST be signed by all tenants on the Tenancy Agreement:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**The obligation is on the tenant/s to ensure delivery and receipt of this notice. If you do not receive confirmation from the property management team within 48 hours, please contact your Property Manager to confirm receipt of your notice.**