

General 28 Day Notice of Termination

Date: ____ / ____ / ____

To the landlord: c/- Managing Agent KW Property Sales & Rental

I/We _____
(Tenant Name/s)

of _____
(Property Address)

Hereby give the required 28 days notice to vacate on ____ / ____ / ____ .

Lease Expiry: ____ / ____ / ____ .

If you pay your rent by direct deposit, Re-connect or Centrepay please ensure you cease your payments to coincide with your vacate date.

*Please Note: The final inspection **cannot** be carried out on weekends. A detailed letter will be sent to you confirming your intention to vacate, cleaning requirements for vacating and the date of the final inspection should you wish to attend. The final inspection **cannot** be carried out until all keys are returned to our office.*

I/We are vacating for the following reason:

Forwarding Address: (must be completed)

Mobile: _____ Home: _____

Business: _____ Email: _____

I/We acknowledge that:

- I/We have read and completed all information as required
- I am/we are responsible to maintain the property and pay rent up to and including the end of the 28 days notice period
- **All correspondence in relation to ending the tenancy will be sent via email to the email address provided above.**

Print name: _____ Signed: _____

Print name: _____ Signed: _____

Date : ____ / ____ / ____ Staff Member Accepting Form: _____

Office Use Only:

Landlord advised by phone: ____ / ____ / ____

Landlord Name: _____

Current rent amount \$ _____ PW

Back on rent list @ \$ _____ PW

Vacate date entered on REST: YES / NO

Signed: _____

Date letter sent to tenant: ____ / ____ / ____

Signed: _____

Date letter sent to landlord: ____ / ____ / ____

Signed: _____