

NOTIFICATION OF INTENTION TO VACATE

DATE: ____/____/20____

TENANT NAME: _____

ADDRESS: _____

TELEPHONE: _____

I/we hereby give you _____ weeks/months notice of my/our intent to vacate the above premises.

I/we will be vacating on the _____ and will hand keys in on that date.

I/we hereby give consent to the agent to use their office keys to gain access and to show prospective tenants the premises.

My/our forwarding address for mail and refund of bond will be:

ADDRESS: _____

PHONE: _____

I/we will comply in all respects with the terms and conditions of my/our agreement up to and including the date of termination and will leave the premises clean and tidy on the day of departure.

I/we acknowledge that as tenants we will repair in a proper manner any damage to the premises resulting from neglect or a deliberate or careless act or a breach of any condition of our agreement by the tenant or any person on the premises without his consent.

I/we acknowledge that I/we have a copy of our agreement or that a copy is available upon request from the letting agent.

SIGNATURE OF TENANT (S): _____

DATED: _____