

NOTICE OF INTENTION TO VACATE!

PLEASE NOTE: One TENANT per notice

GENERAL INFORMATION:

Today's date: / / Date intending to vacate: / /
Tenant's name:
Property address:
Phone: Work: (.....) Home: (.....) Mob:
Reason for leaving:

FORWARDING ADDRESS:

Property address:
Phone: Work: (.....) Home: (.....) Mob:

I/We hereby acknowledge giving at least 28 days clear notice to vacate the above-mentioned property. I/We acknowledge the rent is to be paid in full prior to the expiration of the 28th day. It is understood that the tenancy **does not terminate** until **all** the keys to the property are returned to the Agent and that I/We are liable for the rent until **all** the keys are returned.

Signature of tenant: Date: / /

PRIVACY ACT 1988 COLLECTION NOTICE

Personal information collected by us through this report is necessary to manage the tenancy. The information collected in this report may be disclosed to other parties as permitted by the privacy Act 1988 including the Landlord, trades people, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to us. We, the Agent, may also disclose information to other parties on the Internet.

If you would like access to your personal information held by us, you can do so by contacting us using the details provided above.

You can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, we may not be able to manage the tenancy effectively.

Name in full: Date: / /

I approve: (Signature)

OFFICE USE ONLY: Owner contacted: YES On: / / NO By: EO
Re-Let: YES For: \$ NO

NOTICE OF VACATION