



### Request for Tenant Vacating Notice (Agreement Expired)

I/we hereby give notice of my/our intention to vacate the following property

Property address
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On the following date:

Date
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I/we understand that I/we am/are required to give 21 days notice, under the terms of my/our Tenancy Agreement.

My/our reason for vacating is:

Reason
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I/we would like assistance in finding another property. Yes/no (circle one)

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:

Work	Home	Mobile
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Email
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Signed	Date
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#### OFFICE USE ONLY

Date noticed received	/ /	Agency expired date	/ /
Landlord advised	/ /	Current rent	\$ pw/pfn/pcm
Computer input	/	Rent paid to	/ /
Pre-vacating letter to tenant	/ /	Agency expired date	/ /
Pre-vacating inspection date	/ /	Agency expired date	/ /
Listing prepared	/ /	Agency expired date	/ /