

Tenant Vacating Notice | Periodic tenancy

Tenants Name:

Address of Property:

Contact Phone Number:

New forwarding address:

I/we, hereby wish to give the required 21 days notice to vacate the premises at the above address on the
_____ day of _____ 20____.

I/we understand The Residential Tenancies Act stipulates that 21 days notice is acceptable only from the date the landlord receives it. If this notice is hand delivered, emailed or faxed it is effective immediately. If I am posting the notice I have to allow 4 days for postage.

I/we advise that we will hand to you at your office all keys in our possession including any keys that we may have copied by 4pm on that date.

I/we authorise you to erect a TO LET sign on the property and show any prospective tenants through the property during the vacate period between the hours of 8.30am and 5.00pm Monday to Friday.

We agree we are responsible for rent up to and including the vacate date. We will have the property clean and tidy for your inspection.

Yours faithfully,

Signed by Tenant:

Date:

OFFICE USE ONLY

Date notice was received:

Tenant agreement expiry date:

Landlord advised:

Rent paid to:
