

NOTICE OF INTENTION TO VACATE THE PROPERTY

PROPERTY: _____

As per our Residential Tenancy Agreement I/we _____ hereby advise that I/we will be vacating the above property on the ____ day of _____ 20 ____.

Our Tenancy Agreement has already expired / will expire on the ____ day of _____ 20 ____.

- We are aware that this notice must be given 28 days prior to the vacating date and if we fail to do this, rent will be charged up until 28 days after receipt of this notice. We are also aware that this notice does not take effect until received by our real estate office and signed by all tenants.
- We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.
- Keys must be returned to our office on or before 5 P.M. the following day of the above vacating date or you will incur additional rent at a daily rate.
- I/we advise that I/we will hand over on the _____ day of _____ 20__ to your office all keys in our possession, including any keys that we may have duplicated.
- We authorise you to erect a To Let Sign and hereby give your office the permission under the Residential Tenancies Act to show prospective tenants the property during the final 14 days of the notice period. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.
- We are aware that our names will be recorded with the National Tenancy Database if we fail to leave the property in good repair or vacate with an outstanding debt to the agent or landlord.

Current Home Number: _____

SIGNED (Tenant 1): _____ **Date:** _____

Forwarding Address:

Work: _____ **Mobile:** _____

SIGNED (Tenant 2): _____ **Date:** _____

Forwarding Address:

Work: _____ **Mobile:** _____

SIGNED (Tenant 3): _____ **Date:** _____

Forwarding Address:

Work: _____ **Mobile:** _____

REASON FOR VACATING THE PROPERTY: _____