

Tenant Vacating Notice

FORMAL NOTICE OF INTENTION TO VACATE

To Safe Hands Property Management

Method of service:-

- Hand delivered to: 1 Brown Street, Newcastle
- Mailed to: PO BOX 1089, Newcastle NSW 2300
- By Facsimile to: 0249 26 4876

Date notice sent/delivered: _____

Address of premises: _____

I/We hereby give notice of my/our intention to vacate the premises on _____ (insert date)

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

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

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: _____

Email: _____

Signed: _____ Date: _____

Office Use Only

Date notice received: _____/_____/____	Tenancy Agreement expiry date:
Landlord advised: _____/_____/____	Current rent \$ _____ pw