

# TERMINATION NOTICE NOTICE TO VACATE



PROPERTY ADDRESS	
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TENANT NAME/S	
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## ENDING A FIXED TERM TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered, allowing for **14 clear days** notice if delivering to the Agent by hand, or **18 clear days** notice if sending by Australia Post or on a date agreed to by both parties (i.e. break of Agreement)

VACATE DATE     /     /     .

## ENDING A PERIODIC TENANCY AGREEMENT

I/We hereby give Notice to vacate the above Property on the date entered, allowing for **21 clear days** notice if delivering to the Agent by hand, or **25 clear days** notice if sending by Australia Post or on a date agreed to by both parties (i.e. break of Agreement)

VACATE DATE     /     /     .

## KEYS AND RENT

Keys and entry items will be returned to the Managing Agent before 5:00pm on the Vacate/Handover date. I/We will understand rent is payable up to and including the day all keys and entry items are returned or the date the Tenancy Agreement ends, whichever event occurs last, and the Bond is **NOT** to be used for rent.

## APPOINTMENTS TO SHOW PROPERTY TO PROSPECTIVE TENANTS

I/We agree to the Agent entering the premises with prospective tenant/s to inspect the property on these selected day/s and times, subject to the Agent first contacting me/us to confirm each inspection.

DAYS	START TIME	END TIME
Monday	AM/PM	AM/PM
Tuesday	AM/PM	AM/PM
Wednesday	AM/PM	AM/PM
Thursday	AM/PM	AM/PM
Friday	AM/PM	AM/PM

## TENANT DETAILS-FORWARDING ADDRESS AND ACKNOWLEDGEMENT

If more than 3 tenants, attach required details to this form.

I/We acknowledge the Agent's invitation to attend the Vacate Inspection and will advise the Property Manager if attending at least 2 days before the Vacate/Handover date scheduled by the Agent.

Each tenant is to complete this section, giving forward contact and address details as required by Legislation.

Each tenant is to sign and date to verify the Notice to Vacate details provided on this form.

TENANT NAME	
EMAIL	
MOBILE NUMBER	
WORK NUMBER	
FORWARDING ADDRESS	
SIGNATURE	
DATE	