

**Tenant Vacating Notice - fax 6299 6679 email: enquiries@maxwellandco.com.au**

To Maxwell and Co Real Estate Property Management Department,

Tenant(s): \_\_\_\_\_

Property: \_\_\_\_\_

I/We hereby give notice of my/our intention to vacate the above property on:

\_\_\_\_\_

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. Access in this regard, can be arranged by contacting me/us on:

Work: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant(s)

**OFFICE USE ONLY**

Date notice received: \_\_\_\_\_ Tenancy Agreement expiry date: \_\_\_\_\_

Landlord advised: \_\_\_\_\_ Current rent \$ \_\_\_\_\_ pw/pfn/pm

Recorded on computer: \_\_\_\_\_ Rent paid to: \_\_\_\_\_

Pre-vacating letter to tenant: \_\_\_\_\_ Rec. new rent: \$ \_\_\_\_\_ pw/pfn/pm

Pre-vacating inspection date: \_\_\_\_\_ Landlord advised: \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Sign board erected: \_\_\_\_\_

Comments: \_\_\_\_\_

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