

REQUEST FOR TENANT VACATING NOTICE (AGREEMENT EXPIRED)

I/ we hereby give notice of my/our intention to vacate the following property

Property Address

Date

I/we understand that I/we am/are required to give 21 days notice, under the terms of my/our Tenancy Agreement

My/our Reason for vacating is:

My/our forwarding address will be:

I/we would like assistance in finding another property. Yes No (tick one)

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 address

Name Signature Date / /

Please fax or email form to your property manager (rentals@ciaonline.com.au)

OFFICE USE ONLY – CHECKLIST

Date Noticed Received	/ /	Agent expiry date	Yes / No	/ /
Landlord advised	/ /	Current rent	\$	pw/pfc/pcm
Computer Input	/ /	Rent paid to	/ /	
Pre-vacating letter to tenant	Yes / No / /	Recommended new rent	\$	pw/pfc/pcm
Pre-vacating inspection date	/ /	Landlord Advised	Yes / No	/ /
Listing prepared		Signboard erected	/ /	