

28 Day Notice to Vacate

I/We _____
(Tenant's Name/s)

of _____
(Property Address)

Hereby give 28 days' notice of my/our intention to vacate the abovementioned property.

This notice will expire on ____ / ____ / ____

We intend to vacate the property on ____ / ____ / ____

Please Note: Final Inspections will not be conducted on a Saturday. If your vacate date falls on a Saturday, a Final Inspection will be carried out on the following Monday.

Reason for vacating _____

Forwarding address _____

I/We would like to be contacted prior to inspections taking place

I/We give permission for the office key to be used without being notified

Please provide your bank account details below, for the refund of any overpaid rent or bond

Account Name _____

BSB _____ Account Number _____

Branch _____ Signed _____

H _____ M _____

Signed _____ Date ____ / ____ / ____

Office Use Only

Phone Landlord

Agreed to re-lease

Awaiting re-lease notification

Sign up

Letters Completed

Advising Email

Notes Added in REST

Vacate Date Entered

Forwarding Address Added

Phone Numbers Checked

Proof Advertisement & Upload

Current Rent \$ _____

New Rent \$ _____

Final Inspection ____ / ____ / ____ at ____: ____ am / pm