

VACATING NOTICE



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Telephone: (02) 6882 3544
Facsimile: (02) 6884 7009

DATE NOTICE GIVEN: _____ DATE VACATING: _____

TENANTS' NAME: _____

ADDRESS OF RENTED PREMISES: _____

FORWARDING/MAILING ADDRESS: _____

PHONE NO: _____

REASON FOR VACATING: _____

PROSPECTIVE TENANT INSPECTIONS CAN BE CARRIED OUT:

MONDAY	-	MORNING	/	LUNCH	/	AFTERNOON
TUESDAY	-	MORNING	/	LUNCH	/	AFTERNOON
WEDNESDAY	-	MORNING	/	LUNCH	/	AFTERNOON
THURSDAY	-	MORNING	/	LUNCH	/	AFTERNOON
FRIDAY	-	MORNING	/	LUNCH	/	AFTERNOON

WOULD YOU LIKE TO BE PRESENT DURING THE FINAL INSPECTION: YES / NO

IF YOU DO NOT CIRCLE EITHER YES OR NO TO BE PRESENT AT THE FINAL INSPECTION; WE WILL DEEM THIS AS YOU ARE NOT ATTENDING.

DO NOT DISCONNECT THE ELECTRICITY UNTIL THE FINAL INSPECTION HAS BEEN COMPLETED. ANY RECONNECTION FEE FOR CLEANING, ETC. WILL BE AT YOUR OWN EXPENSE.

- I/WE HEREBY GIVE THE REQUIRED 21 DAYS NOTICE (OR 14 DAYS COMING UP TO THE END OF THE TENANCY) FOR MY/OUR INTENTION TO VACATE THE ABOVE PREMISES.
- I/WE UNDERSTAND THAT THE RENT IS REQUIRED TO BE PAID UP TO AND INCLUDING THE VACATE DATE. I/WE UNDERSTAND THAT ALL KEYS MUST BE RETURNED NO LATER THAN 5.00 PM ON THE VACATING DATE OR RENT WILL CONTINUE TO BE CHARGED.
- I/WE UNDERSTAND THAT INSPECTIONS WILL BE CARRIED OUT DURING THE FINAL TWO WEEKS OF TENANCY AND ALLOW THE AGENT TO DO SO DURING THE TIMES SELECTED ABOVE.

SIGNATURE/S OF TENANTS

DATE

OFFICE USE ONLY

RECEIVED BY OR IN THE PRESENCE OF: _____ DATE: _____

- LANDLORD NOTIFIED - INSTRUCTIONS: _____
- VACATE DATE ENTERED INTO CONSOLE
- VACATE LETTER – TENANT
- VACATE LETTER – OWNER

