

Notice to Vacate Form - Tenant

DATE: ____/____/____

PROPERTY ADDRESS: _____

I advise that I wish to give 14 or 21 days' notice to vacate the above property and return back keys to Addisons Property Management Office on the following date ____/____/____ **(enter vacate here)**

Tenant Contact Details

TENANT/S NAME: _____

TENANT/S MOBILE: _____

TENANT/S EMAIL: _____

TENANT/S SIGNATURE: _____

Reasons For Vacating

Forwarding Address

Further Assistance

☐

I would like Addisons Property Management consultant to contact me about leasing/management of my investment property

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I would like Addisons Advisory Group consultant to contact me about financial services on offer such as refinancing, loan restructuring & home loans.

Please call to confirm we have received your notice to vacate 1300 736 509

Office Use Only	
Date notice received:	Agreement expiry date:
Landlord advised:	Current rent:
Computer input:	Rent paid to:
Vacating letter to tenant:	Recommended new rent:
Vacating inspection date:	Landlord advised:
Listing prepared/ marketed:	Signboard erected: