

Property vacate form



I/we hereby give notice that I/we will be vacating the premises as outlined below.

PROPERTY DETAILS

Property address:

Vacate date:

Reason for vacating:

Name of tenant(s) leaving:

Name of all tenants on the bond:

Cell phone:

Home phone:

Work phone:

Do you have any flatmates that wish to stay in the property after you leave:

YES NO

ACCESS TO THE PROPERTY

As Pure Property to rent will now commence advertising the above property, access will be required between now and your vacating date for prospective tenants to view.

Viewings will be by appointment only and accompanied by a Property Manager. Please tick one of the following:

- I wish to be contacted prior to any appointment Contact no: _____
- I wish to be contacted in the first instance, but if I am unavailable please go ahead and show people through at your convenience
- I do not need to be contacted, please go ahead and show people at your convenience

FEES

If breaking lease and all tenants leaving \$200

If changing tenancy agreement and bond form to new tenants \$100

Any changes to or additions to tenancy agreement or bond forms \$100

Card number:

CCV:

Expiry date:

Cardholder's name:

Signature:

IMPORTANT INFORMATION

This notice to vacate serves as notice that the existing Tenancy Agreement is to be terminated as soon as possible in accordance with the requirements of the Residential Tenancies Act. In the event of a request for early termination of a fixed term agreement, the tenant must pay an advertising fee at the time of serving this notice and will remain liable for any rent due until such time as they have been notified in writing that new tenants have been secured for the property and a formal tenancy agreement is in place. If only one of the tenants is vacating and the remaining tenants wish to stay in the property, they must contact the Property Manager immediately and state that they wish to re-apply for the property. Under no circumstances should the remaining tenants assume they will be allowed to stay in the property. If there are any new flatmates that are not already registered against the property, they must complete an Application Form and hand this in to our office as soon as possible.

We will endeavour to gain approval from the owner for a new Tenancy Agreement, however the owner does retain the right to decline this request and commence advertising the property for new tenants. If the property is left in a damaged or untidy condition, it is agreed the cost of rectifying same will be deducted from the bond or charged to the out-going tenant.

Forwarding address:

Signature:

Date: