

Port Macquarie Property Management - Tenant Vacating Notice

Tenant(s):

Property:

I/We hereby give notice of my/our intention to **vacate the above property on:** _____

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

My/Our reason for vacating is:

My/Our forwarding address will be:

I/we understand that **cancellation of my rent payment method is my/our responsibility** and any charges incurred as a result of incorrect cancellation of my rent payments will be my/our responsibility.

I/we give permission for **Port Macquarie Property Management** to release my/our tenancy details in the event of **reference checks** arising from any future tenancy applications.

I/we hereby give my/our consent for a **For Lease sign** to be erected at the property: **Yes / No**

I/We understand that you may want to **show prospective tenants** through the property. Access in this regard, can be arranged by contacting me/us on:

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____ Date: _____

Tenant(s)

OFFICE USE ONLY

Tenancy Agreement Expiry date: _____ Confirm vacate letters sent tenant/landlord: _____

Vacate date recorded in Clarke; _____ Outgoing inspection recorded: _____

Current rent \$ _____ pw Listing prepared (photo & ad): _____

Revised rent \$ _____ pw Signboard Erection Organised: _____

Landlord advised: _____ Comments: _____