

21 DAYS NOTICE TO VACATE

(Note: 21 days starts from the day this letter is received in our office)

DATE: _____

PROPERTY ADDRESS: _____

TENANT(s) NAME(s): _____

PHONE NO: Home: _____ Work: _____ Mobile: _____

I/We give notice to vacate the above premises by 4.00 pm on: _____

My forwarding address will be: _____

Reason for Leaving Property: _____

* I/We agree that inspections are made (with the agent in attendance) for prospective tenants.

SIGNED: _____ / _____

Please note final inspections will not be completed on a weekend day or Statutory Holiday

OFFICE USE: Office Use:

Final Inspection Date loaded Palace:

Final Inspection Date noted in diary:

Owner Informed:

Property Re-Advertised: