

TENANT VACATING NOTICE

Phillis Real Estate

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 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

Date notice received: _____ Tenant agreement expiry date: _____

Letter to Landlord: _____ Current rent \$ _____ pw / pfn / pm

Computer input: _____ Rent paid to: _____

Pre-vacating letter to tenant: _____ Rec. new tenant \$ _____ pw / pfn / pm

Pre-vacating inspection date: _____ Phone call to Landlord: _____

Listing prepared: _____ Comments: _____

TENANT VACATING NOTICE

(Tenant vacating before expiry of Fixed Term)

Phillis Real Estate

Tenant(s): _____

Property: _____

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

I / we understand that I am / we are breaking my / our Tenancy Agreement and acknowledge that I / we are responsible to:

- pay the rent until either a new tenant moves into the property and starts paying rent or until the Agreement expires (whichever happens first)
- pay Phillis Real Estate a letting fee equal to 2 week's rent and all advertising for finding a suitable replacement tenant **(Tenancy Agreement is less than 3 months)**.
- pay Phillis Real Estate a letting fee and all advertising expenses in accordance with Tenancy Tribunal calculation eg: number of weeks left in the tenancy. **(Tenancy Agreement over 3 months)**.

My / Our reason for vacating is: _____

My / Our forwarding address will be: _____

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	
Date notice received: _____	Tenant agreement expiry date: _____
Letter to Landlord: _____	Current rent \$ _____ pw / pfn / pm
Computer Input: _____	Rent paid to: _____
Pre-vacating letter to tenant: _____	Rec. new rent \$ _____ pw / pfn / pm
Pre-vacating inspection date: _____	Phone call to Landlord _____
Listing prepared: _____	Comments: _____