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## 28 Day Notice to Vacate

Date: \_\_\_/\_\_\_/\_\_\_

Lease Expiry \_\_\_/\_\_\_/\_\_\_

### To the Landlord / Managing Agent

I/We \_\_\_\_\_

of \_\_\_\_\_

Hereby give the required 28 days notice to vacate the above property on \_\_\_/\_\_\_/\_\_\_

I/We are vacating for the following reason:

My forwarding Address is: **\*\*must be provided\*\***

My contact details are: Home Ph \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note:** You are responsible for maintaining the property and paying rent up to and including the vacate date you have provided on this form.

**\*\* Final Inspections cannot be carried out on weekends\*\***

We will conduct the final inspection once the property has been vacated and keys returned. Our office will contact you regarding the inspection outcome and to organise your Bond return.

I/We have read and understand our responsibilities and confirm all the above information is true and correct.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**\*\*If you pay your rent by direct deposit, Re-connect or Centrepay, please ensure you cease your payments to coincide with your vacate date\*\***

\_\_\_\_\_ **Office use Only:**

Landlord contacted \_\_\_/\_\_\_/\_\_\_ Spoke to: \_\_\_\_\_

Vacate date recorded Y / N Property has been re advertised @ \$ \_\_\_\_\_ PW

Date re advertised : \_\_\_/\_\_\_/\_\_\_ Property Manager completing form: \_\_\_\_\_