

LJ Hooker Oran Park

Tenant Vacating Notice

I/We hereby give notice of my/our intention to vacate the following property:

On the following date: _____/_____/_____

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 would like assistance in finding another property. Yes/No (circle)

I/We understand that you may want to show prospective tenants through the property. Please arrange access for this purpose by contacting me/us on:

Home: _____ Mobile: _____

Email: _____

We prefer for "Open for Inspections" be conducted on the following days and times:

| | | | |
|-----------|--|----|----|
| Monday | | am | pm |
| Tuesday | | am | pm |
| Wednesday | | am | pm |
| Thursday | | am | pm |
| Friday | | am | pm |
| Saturday | | am | pm |

Name: _____ Date: _____/_____/_____

Name: _____ Date: _____/_____/_____

Name: _____ Date: _____/_____/_____

Name: _____ Date: _____/_____/_____

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Office Use Only:

| | |
|--|--|
| Date notice received: _____/_____/_____ | Tenancy Agreement expiry date: _____/_____/_____ |
| Landlord advised: _____/_____/_____ | Current rent: \$ _____ pw |
| Computer input: _____/_____/_____ | Rent paid to: _____/_____/_____ |
| Pre-vacating letter to tenant: _____/_____/_____ | Recommended new rent: \$ _____ pw |
| Pre-vacating inspection date: _____/_____/_____ | Landlord advised: _____/_____/_____ |
| Listing prepared: _____/_____/_____ | Signboard install: _____/_____/_____ |