

Date: ____/____/____

Vacating Notice

Fax: (02) 9636 6919

Email: rentals@eldersblacktown.com.au

To: The Property Manager

Dear Sir/Madam,

RE:

As per our tenancy agreement, we hereby advise that we will be vacating the above property on the (date) ____/____/____

We advise that we will on this day hand to you at your office all keys in our possession, including any keys that we may have duplicated.

We hereby authorise you to erect a TO-LET sign on the property and to show prospective tenants the property during the period as specified in our tenancy agreement.

We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. We will have the property clean and tidy for your inspection.

Yours faithfully,

Forwarding address.....

Phone..... Fax.....

Mobile..... Work.....