

VACATING NOTICE



TO LODGE A VACATING NOTICE

1. Scan and email to kate@managedbykate.com.au

DATE EMAIL SENT

EMAIL RECEIVED

PROPERTY ADDRESS

TENANT NAME

CURRENT EMAIL ADDRESS

CURRENT PHONE NUMBER

- Break Lease**
Keys are to be returned: ___/___/___
Break Lease fee to be paid by electronic transfer: ___/___/___
- Periodic Lease** (14 days prior to lease end date to be given)
Keys are to be returned: ___/___/___
- Continuation** (21 days notice to be given)
Keys are to be returned: ___/___/___

COMPLETE IF APPLICABLE – PROFESSIONAL SERVICES HAVE BEEN BOOKED IN FOR THE BELOW DATES

- Flea spray** ___/___/___ **Carpets** ___/___/___ **Final Clean** ___/___/___
- Other** ___/___/___ **Gardens** ___/___/___ **Lawns** ___/___/___

TENANT ACCESS

- Dog/s are kept on the premises. Tenant/s agree to restrain or remove for access.
- I permit the Agent to hold an Open Home as per my Residential Tenancy Agreement in the last 14 days of my agreement.

Days and times that suit: _____

TENANT SIGNATURE

Name	Signature	Date

AGENCY USE

Date Received	Time Received am / pm	Property Manager
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