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**FORM 8 – CL19**

Office Use: Date received / /

# TERMINATION NOTICE – TENANT INTENTION TO VACATE THE PROPERTY

PROPERTY: \_\_\_\_\_

As per our tenancy agreement I/we \_\_\_\_\_ hereby advise that I/we wish to give notice to terminate the tenancy and will be vacating the above property by the \_\_\_\_/\_\_\_\_/\_\_\_\_

Our Tenancy Agreement *has already expired /will expire* on the \_\_\_\_/\_\_\_\_/\_\_\_\_

I/we are aware that it is a requirement in accordance with legislation to given 14 days notice (fixed-term agreement) or 21 days notice (periodic agreement) prior to vacating, and if I/we fail to do this rent will be charged up until 14 days or 21 days after the receipt of this notice. We are also aware that this notice does not take effect until received by your Real Estate office.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

We acknowledge that keys must be returned to our office on or before 5pm on the above vacating date or we will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a 'To Let' sign (where applicable) at the property and in accordance with legislation requirements, I/we agree that you are able to show prospective tenants the property during the final 14 days of the tenancy. I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.

I/we are aware that our names will be recorded with your Tenant Database Agency if we leave the property with an outstanding debt to the agent or landlord.

We request a REFUND OF RENTAL BOND to:

Current Daytime Number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 2): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 3): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

REASON FOR VACATING THE PROPERTY: \_\_\_\_\_