

MOSS

361 High Street, Northcote VIC 3070
T: 9489 6622 F: 9489 5130
E: rentals@mossea.com.au
www.mossea.com.au

TENANT VACATING NOTICE

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on: _____

I/We understand that I/we am/are required to give 28 days notice, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is: _____

My/Our forwarding address is: _____

I/We understand that you may want to show prospective tenants through the property. Access in this regard can be arranged by contacting me/us on:

Work _____ Home _____

Mobile _____ Email _____

Signed _____ Date _____

OFFICE USE ONLY

Date notice received: _____

Tenant agreement expiry date: _____

Letter to Landlord: _____

Current rent \$ _____ pw/pfn/pm

Computer input: _____

Rent paid to: _____

Pre-vacating letter to tenant: _____

Rec. new rent: \$ _____ pw/pfn/pm

Pre-vacating inspection date: _____

Phone call to Landlord: _____

Listing prepared: _____

Comments: _____

