

MOSS

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

