



Vacating Form

Date: _____

Name/s: _____

Address: _____

Phone/s: _____

Weekly Rental: _____

Vacate Date: _____

Reason for Vacating: _____

Forwarding Address: _____

I am aware as per the Residential Tenancy Agreement signed by both myself and the Landlord that I am required to give no less than: (Please tick appropriate box)

No less than 21 days written notice to vacate the premises on an expired lease (Continuing agreement)

OR

No less than 14 days notice until the final day of the fixed term agreement

I understand that up until such time as vacant possession is handed over to Green Real Estate Agency, I am fully bound by the terms and conditions outlined in the Residential Tenancy Agreement.

Date & Time of Final Inspection: _____

I authorise Green Real Estate Agency to use the spare key held in the office to show prospective tenants through as I am unavailable.

OR

Please contact me on the above number to arrange appointments to Show prospective tenants.

Signed: _____

Office use only

Date received: _____ Sufficient Notice Given: **Y / N**

Notice received by: _____

Landlord: _____ Phone: _____

Date Notified: _____ Final Inspection Booked: **Y / N**

Date & Time: _____