

# TENANT VACATING NOTICE

**Pacific Property Management**

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 \_\_\_\_days notice, under the terms of my/our Tenancy Agreement.

My/Our reason for vacating is: \_\_\_\_\_

My/Our forwarding address will be: \_\_\_\_\_

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 (PMLL001): \_\_\_\_\_ Current rent \$ \_\_\_\_\_ pw/pf/pm

Computer input: \_\_\_\_\_ Rent paid to: \_\_\_\_\_

Vacating letter to tenant (PMLT028): \_\_\_\_\_ Rec. new rent: \$ \_\_\_\_\_ pw/pf/pm

PM to diarise vacate date: \_\_\_\_\_ Phone call to Landlord: \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Advise sales team if applicable: \_\_\_\_\_

Window card, rental list, internet: \_\_\_\_\_ **Rent due \$** \_\_\_\_\_

Outgoing insp: \_\_\_\_\_ **Water \$** \_\_\_\_\_

**BOND CLAIM YES/NO** **Repairs \$** \_\_\_\_\_

**Cleaning: \$** \_\_\_\_\_ **Total Due \$** \_\_\_\_\_

N.B. Form may be lodged in person to our office at 101 Park Beach Road Coffs Harbour or Emailed to [reception@coffsaccommodation.com.au](mailto:reception@coffsaccommodation.com.au)