

## Notice of Intention to Vacate

Please complete the form below and email to [hello@littlecitygroup.com.au](mailto:hello@littlecitygroup.com.au)

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

As per our tenancy agreement I/we \_\_\_\_\_  
advise that I/we will be vacating the above property by the following date \_\_\_\_\_  
our tenancy agreement *has already expired / will expire* on the following date \_\_\_\_\_

We are aware that 14 days notice is required prior to the end of our tenancy agreement (this notice can be given up to and including the last day of the fixed term of the tenancy agreement). If it is a fixed term tenancy agreement, the vacating date cannot be before the end date of the agreement. We are also aware that this notice does not take effect until received by our office via email and signed by all tenants. Keys and remotes must be returned to the property manager at the property on completion of the final inspection. Failing final inspection approval by the property manager keys and remotes must be returned on subsequent inspection of the property. We advise that we will return all keys/remotes in our possession, including any keys that we may have had duplicated.

We are aware that the rent will be charged up to and including the day we return all keys and remotes, up to the point where the property meets the condition report requirements and once the property is completely vacate of both persons and possessions.

We authorise you to erect an advertising sign at the property and authorise you to show prospective tenants the property during this period.

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Vacating the property: : \_\_\_\_\_

\_\_\_\_\_

Name/s to be included on Bond Claim Form: \_\_\_\_\_

\_\_\_\_\_

Forwarding Address for Bond Claim Form: \_\_\_\_\_

\_\_\_\_\_