



Tenant Vacating Advice Form

I/WE _____

Of _____

(Current Rental Property Address)

Advise that we wish to vacate the premises on:

Date: _____

Signed: _____ Tenant _____ Tenant

_____ Witness

Are you vacating prior to the expiry of your Tenancy Agreement?

Yes No

Have you signed a "Break Lease" form? Yes No

***Please note:** Rent must be paid up to and including the date of vacation, expect in the where the tenant is vacating prior to the expiry of their lease whereby they are responsible for payment of rent in full until the property is relet.

Residential Tenancy Act 1987

Section 52: Failure to pay rent with intention it be recovered from the security bond.

"A tenant shall not fail or refuse to pay any rent due under an agreement with the intention that the amount of such rent be recovered by the owner from the security bond paid by the tenant - **Penalty: \$1,000.00**"

New Contact Details:

Home: _____ Work: _____

Mobile 1: _____ Mobile 2: _____

Email Address: _____

Forwarding address: _____

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Office Use Only

DATE RECEIVED	OWNER ADVISED	CORRESPONDENCE ISSUED	RE-LET