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TENANT INTENTION TO VACATE NOTICE

Please note: A minimum of 28 days' notice is required in writing as per this notice if you intend to vacate. This date must not be prior to the last day of your current lease agreement.

Date			
Current address			
Tenants name/s, signature/s & phone number/s	Name/s	Signature/s	Phone no.
	1.		
	2.		
	3.		
	4.		
Vacating date *			
Reason for leaving			
Forwarding address/s	Name	Address	
	1.		
	2.		
	3.		
	4.		

Please tick

- I/We acknowledge that this notice commences from the date of its receipt in your office and that **I am/we are responsible for the rent and condition of the property for the duration of the notice or until an alternative tenancy commences**, whichever occurs first; ☐
- I/We acknowledge that all keys are to be handed into your office by 5.00pm on the final day of my notice and should I be delayed for any reason, **I/we agree to keep paying rent until all keys are surrendered to your office**; ☐
- I/We acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants. I/we also agree that you may use the office key for access as all inspections are carried out and accompanied by your agency staff. ☐

If this is a lease break, please refer to "TENANT INTENTION TO VACATE NOTICE BREAK LEASE".

Office use only:

Date received: _____ Received by: _____