

General Vacate Notice Form Template

***Please complete this notice if your lease has already expired and you are on a continuation basis lease or your lease is coming up for expiration and you wish to vacate on that date.***

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

Name: \_\_\_\_\_

Lease Holders Names  
(if different to yours) \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Contact Details w) \_\_\_\_\_

m) \_\_\_\_\_

e) \_\_\_\_\_

Please confirm the date which you will be vacating the premises, giving no less than twenty-one (21) days notice.

Vacating Date: \_\_\_\_\_

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Forwarding Address: \_\_\_\_\_

Signature: \_\_\_\_\_ . Dated: \_\_\_\_\_

**Note:**

Fourteen (14) days notice can be given during the final 14 days of your fixed term tenancy but not before or after this period.

The Onus is upon the Tenant to ensure delivery and receipt of this notice by the agent, so if you do not receive confirmation notice from your property manager within 48 hours, please contact our office to confirm.