



361 High Street Northcote Vic 3070 Ph: 9489 6622 Fax: 9489 5130  
Email: [rentals@mossstateagents.com.au](mailto:rentals@mossstateagents.com.au)

**TENANT VACATING NOTICE**

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 28 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:

\_\_\_\_\_

\_\_\_\_\_

Tenant(s)

**OFFICE USE ONLY**

Date notice received: \_\_\_\_\_ Tenant agreement expiry date: \_\_\_\_\_

Letter to Landlord: \_\_\_\_\_ Current rent \$ \_\_\_\_\_ pw/pfn/pm

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

Pre-vacating letter to tenant: \_\_\_\_\_ Rec. new rent: \$ \_\_\_\_\_ pw/pfn/pm

Pre-vacating inspection date: \_\_\_\_\_ Phone call to Landlord: \_\_\_\_\_

Listing prepared: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOSS

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