

# TENANT VACATE FORM

## GENERAL INFORMATION

*Before submitting your Notice to Vacate Form please read the following:*

1. The required notice period is 21 days for a continuing agreement, (lease expired)
2. Notice can be given up until the final day of a fixed term period
3. The notice period is effective from the day the notice is received, not when you completed it.  
(Allow 4 days postage if mailing)
4. Notice to Vacate Form must be signed by all tenants on the lease agreement, otherwise the notice is void
5. Notice can be either faxed on (02) 9317 3404 or posted
6. Notice must state the address of the rented premises
7. You are required to provide our office with suitable inspection times to rent the premises

**NOTICE TO VACATE**

**RRE Properties – (02) 9667 2868  
403 Gardeners Road,  
ROSEBERY NSW 2018**

I, we \_\_\_\_\_

hereby give required notice of \_\_\_\_\_ days to vacate the premises of

\_\_\_\_\_

on the \_\_\_\_\_

Suitable inspection days & times: *Please circle and specify times*

**Mon    Tues    Wed    Thurs    Fri    Sat    Sun**

Times: \_\_\_\_\_

Contact number(s)

Ph: \_\_\_\_\_

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

\_\_\_\_\_

Signature tenant 1

\_\_\_\_\_

Date

\_\_\_\_\_

Signature tenant 2

\_\_\_\_\_

Date