



NOTICE TO VACATE

DATE

ADDRESS

TENANT NAME/S

PHONE

h

w

m

I/we wish to give 14/21 days notice that I/we will vacate the above property.

The vacate date will be _____ and I/we will contact Drummond Real Estate to arrange a suitable time to conduct the outgoing inspection.

Signature/s

I/we wish to give notice that I/we wish to **break our lease agreement.**

I/we agree to pay rent until the property is re-let or until the end of the lease, whichever comes first.

I/we agree to pay all re-let expenses which includes the letting fee (pro-rata one weeks rent).

I/we agree to pay advertising as expended.

The vacate date will be _____ and I/we will contact Drummond Real Estate to arrange a suitable time to conduct the outgoing inspection.

Signature/s

Reason for Vacating

Forwarding address

OFFICE USE ONLY			
Property Description			
Rent \$	Key No.	Landlord	
PM informed <input type="checkbox"/>	Entered on Internet <input type="checkbox"/>	Entered on letting monitor <input type="checkbox"/>	
Landlord notified in writing <input type="checkbox"/>		Vacate date entered <input type="checkbox"/>	
Tenant confirmation & cleaning list sent <input type="checkbox"/>		Outgoing diary entry <input type="checkbox"/>	

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