

# VACATING NOTICE FORM

## AGREEMENT EXPIRED

BALMAIN Realty

401 Darling Street, Balmain, 2041 &  
35 Terry Street, Rozelle, 2039  
PO Box 401, Balmain N.S.W. 2041  
Ph 9818 8888  
Fax 1800 REALTY  
balmmain@balmmainrealty.com

### PLEASE NOTE THE FOLLOWING:

1. **21 days notice** is required under the terms of the Residential Tenancy Agreement
2. The agent will require access to the property for viewings as per the terms of the Residential Tenancy Agreement
3. All tenants must sign this notice form in order for the notice to be valid
4. All cleaning must be completed & the keys must be returned by close of business on the day you intend to move out

### I/ We hereby give notice of my/ our intention to vacate the following property:

Property Address:
On the Following Date:
Reason for Vacating:
Do you require assistance to locate alternative accommodation? Yes / No
Forwarding Address:
Date Notice Given:

<b>Name of First Tenant:</b>
Contact Number:
Email:
Signature:

<b>Name of Second Tenant:</b>
Contact Number:
Email:
Signature:

<b>Name of Third Tenant:</b>
Contact Number:
Email:
Signature:

### OFFICE USE ONLY:

Correct Notice Given? Yes/ No
Date Notice Received:
Agreement Expiry Date:
Rent Paid to:
Rent to Vacating Date: