

**PATTERSON REAL ESTATE
Tenant Vacating Notice**

Tenants: _____

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** _____ **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 the **cancellation of my rent payment method is my/our responsibility** and any charges incurred as a result of incorrect cancellation of my rent payments will be my/our responsibility.

I/We give permission for **Patterson Real Estate** to release my/our tenancy details in the event of **reference checks** arising from any future tenancy applications.

I/We hereby give my/our consent for a **For Lease sign** to be erected at the property: **Yes / No**

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 using the details below:

Work: _____ Home: _____

Mobile: _____ Email: _____

Signed: _____

Date: ____/____/____

OFFICE USE ONLY

Tenancy Agreement Expiry Date: _____ Confirm vacate letters sent to tenant/landlord: _____

Vacate date recorded in Sherlock: _____ Outgoing inspection recorded in Sherlock: _____

Current Rent \$ _____pw Listing prepared (photo& Ad) _____

Revised rent \$ _____pw Signboard Erection Organised: _____

Landlord Advised: _____ Comments: _____