

Tenant Vacating Form

Name: _____

Address _____

Phone: _____ Mob: _____

Email: _____

Forwarding Address: _____

Reason for vacating: _____

I/We will be vacating on _____ being **no less than 21 days** notice as required under the Residential Tenancy Agreement, unless I/We are ending our fixed term agreement, notice **then** being fourteen (14) days prior to the end of fixed term date. By signing this form I/We agree to vacate on or before the date stated above.

Showing Prospective Tenants

I/We agree for Your Local Real Estate to show my property to prospective tenants as per Residential Tenancies Act stating; to show the premises to prospective tenants on reasonable number of occasions, if I/We receive reasonable notice on each occasion. (This is allowed during the last fourteen (14) days of your vacating date.)

Ending Agreement Early

If I/We are ending our agreement prior to the agreement date, I/We understand that I/We are responsible for rent up until the property is rented or if our agreement has ended. If the property is rented before the end of the agreement I/We understand that I/We are responsible for all landlord costs incurred as outlined in the renting guide.

Requesting Extension

I/We agree that if I/We wish to extend the notice, the landlord/agent **can decline further extension** and can request vacant possession on the date stated on this form. If I/We don't comply, I/We are aware that legal action will be taken against me/us for vacant possession and I/We will be liable for all costs.

Must vacate on agreed date

Be aware that if you do not vacate on the date you have indicated on this form and another tenant has made arrangements to occupy, **YOU** will be held liable for all costs and damages claimed by the tenant and or landlord. You will also be liable to pay the costs for advertising.

Keys

I/We acknowledge that **ALL** keys are to be returned to the office of Your Local Real Estate on the date listed on this form by 5.00PM or rent is to be paid until keys are received by the agent. *(Final inspection will be carried out preferable with tenant present.)*

I/We acknowledge that I/We have read all the above and agree to comply with all the terms and conditions.

PLEASE READ ALL THE ABOVE TERMS AND CONDITIONS BEFORE SIGNING

Tenant Name

Signature

Date

Tenant Name

Signature

Date