

TENANT VACATING NOTICE

Tenant: _____

Address: _____

I/we hereby give the required _____ days notice to vacate the property I/we are currently renting.

The vacating date will be _____

All keys will be handed in on this date. I/we understand that rent is payable until all keys are handed back into your office.

I hereby give permission for the real estate agent to use the address of the property for the purposes of finding a new tenant. This includes all aspects of advertising and quoting the address over the phone.

My new address and contact numbers are as follows:-

Address: _____

Phone: _____

Email: _____

Yours faithfully,

Signed by tenant

Dated

Please Note: If someone arrives at the property wanting to inspect it and you have not been contacted by our office and a time arranged, **do not** let them in. Advise them they need to contact us.