

# Tenant Vacating Notice



44 PRESIDENT AVENUE  
CARINGBAH NSW 2229  
PHONE: (02) 9524 0777  
FAX: (02) 9524 0755  
newtonrealestate.com.au

**To:** Newton Real Estate  
**Address:** 44 President Avenue, Caringbah 2229  
**E-mail:** [rentals@newtonrealestate.com.au](mailto:rentals@newtonrealestate.com.au)  
**Telephone:** (02) 9524 0777  
**Fax:** (02) 9524 0755

**Property:** \_\_\_\_\_

**Tenant(s):** \_\_\_\_\_

**Telephone:** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_

Please be advised that in compliance with the conditions of my Residential Tenancy Agreement I hereby serve notice of my intention to vacate the abovementioned property by giving:

- 21 days notice (as my fixed term has ended)  
Or
- 14 days notice (as my fixed term is ending within the next 2 weeks)  
Or
- Due to unforeseen circumstances, I hereby notify you that I am breaking my Residential Tenancy Agreement. I am aware that I am responsible to pay rent until a suitable tenant is found and also costs that the landlord would normally pay at change of tenancy.

**Vacate Date:**    ..... / ..... / .....

- I acknowledge that this notice commences from the date of its receipt by your office and that I am responsible for the rent and condition of the property for the duration of the notice.
- I acknowledge that all keys are to be handed in to your office by close of business on the final day of my notice, and should they not I will pay rent until all keys are returned.
- I acknowledge that my tenancy agreement permits you to conduct inspections through the property with prospective tenants.

**Note: ALL tenants vacating MUST sign vacate notice.**

\_\_\_\_\_  
TENANT'S NAME

\_\_\_\_\_  
TENANT'S SIGNATURE

\_\_\_\_\_  
TENANT'S NAME

\_\_\_\_\_  
TENANT'S SIGNATURE

<b>Office Use Only:</b>	<b>Date received at office:</b>	
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