

VACATING NOTICE

Date: ___ / ___ / ___

To: Colin Hewett
Property Manager
Plasto & Company
124 Percy Street
WELLINGTON NSW 2820

RE: (Address) _____

As per my/our tenancy agreement I/we will be vacating the above mentioned property on (Day & Date) _____ / ___ / ___.

I/we advise that we will on this day hand to you at your office ALL keys in our possession, including any keys that may have been duplicated.

I/we hereby authorise for you to show prospective tenants the property during the period as specified in our tenancy agreement.

I/we agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date.

I/we will have the property clean for your inspection.

Yours faithfully,

(Name & Signature) _____

.....
Forwarding address:

Phone: _____

Mobile: _____

Work: _____

Fax: _____

Email: _____