

Harcourts

28 day Notice to Vacate

Property:

Vacate Date:

Reason:.....

Forwarding Address:.....

Open for inspection instruction: **Access:** Use office's keys: **Y / N**

Calling/ SMS:Names:.....Numbers:.....

Calling/ SMS:Names:.....Numbers:.....

Email:.....

Email:.....

Signed by:Signature.....
Date:.....

Signed by:Signature.....
Date:.....

Signed by:Signature.....
Date:.....

Signed by:Signature.....
Date:.....

OFFICE USE ONLY

Date notice received: _____ Tenant agreement expiry date: _____
Letter to landlord: _____ Current rent \$ _____ pw / pfn / pm
Computer input: _____ Rent paid to: _____
Pre-vacating letter to tenant: _____ Rec. new rent \$ _____ pw / pfn / pm
Pre-vacating inspection date: _____ Phone call to landlord: _____
Landlord's instruction/ Listing prepare: _____
: _____

