

Agency Use ONLY: Date received: \_\_\_\_/\_\_\_\_/\_\_\_\_

## NOTICE TO TERMINATE TENANCY AGREEMENT

By Tenant (*Residential Tenancies Act 2010*)

**RENTAL PROPERTY:** \_\_\_\_\_

Tenant Name: \_\_\_\_\_

In accordance with legislation requirements we wish to advise that we will be vacating the above property by the \_\_\_\_/\_\_\_\_/\_\_\_\_.

We understand that we must give 14 days' notice to end a fixed term tenancy or 21 days' notice to end a periodic tenancy. We are aware that this notice must be given prior to vacating and if we fail to do this rent will be charged in accordance with the legislation requirement notice period. We are also aware that this notice does not take effect until received by our real estate agency and signed by all tenants.

Our tenancy agreement *has already expired/will expire* on the \_\_\_\_/\_\_\_\_/\_\_\_\_.

We are aware that this notice must be given to the agency prior to vacating and if we fail to do this rent will be charged in accordance with the legislation requirement notice period.

We are also aware that this notice does not take effect until received by the agency and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the agency.

We acknowledge that keys must be returned to the agency on or before 9.30am the following day of the vacating date or we will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your agency all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a To Let sign (where applicable), take photos of the property internally and externally for advertising and marketing purposes and to show prospective tenants the property during the notice period of the tenancy.

We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the stated date. We will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that if we vacate the property owing money in excess of the bond or if a Tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with TICA once the tenancy has ended.

**REASON FOR NOTICE:** \_\_\_\_\_

We request a  REFUND OF RENTAL BOND  TRANSFER OF BOND to: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Forwarding Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Forwarding Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_