



Tenant Vacating Notice

Tenant(s): _____

Property: _____

I/We hereby give notice of my/our intention to vacate the above property on: _____, being the required amount of notice as set out in my/our Residential Tenancy Agreement.

I/We would like to be present at the outgoing inspection with the agent and would like a copy of the outgoing inspection report: YES/NO

My/our reason for vacating is: _____

My/our forwarding address will be: _____

I/We understand that you may want to show prospective tenants through the property. Access in this regard, can be arranged by:

<p>(a) I hereby give permission for the first open home for prospective tenants to be conducted on</p> <p>_____ (weekday) _____ (day) of _____ (month) 20____</p> <p>between the hours of _____.</p>
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(b) The Raine and Horne Staff using the office set of keys and /or

(c) Contacting me/us on:

Work: _____ Home: _____ Mobile: _____

I/we hereby give consent for a For Lease sign to be erected at the property.

I/we understand that the cancellation of my/our Paycard is my/our responsibility, and that any charges incurred from the incorrect cancellation of the card will be my/our responsibility.

Signed: _____ Date: _____

OFFICE USE ONLY - PORTFOLIO MANAGERS NAME _____	
Date notice received: _____	Tenant confirmation: <input type="checkbox"/>
Tenancy Agreement Expiry Date: _____	Update Internet (photo & Ad): <input type="checkbox"/>
Current rent \$pw/pf/pm: _____	Signboard Organised: <input type="checkbox"/>
Revised Rent: \$_____pw/pf/pm	Pre-vacate Inspection Org: <input type="checkbox"/>
Recorded on Computer: <input type="checkbox"/>	Final Inspection Org: <input type="checkbox"/>
Landlord letter sent: <input type="checkbox"/>	Carpet Cleaning Org: <input type="checkbox"/>
Landlord phoned: <input type="checkbox"/>	Number of bedrooms : _____

We will only disclose the above mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988. Real estate and tax laws require some of the above mentioned information to be collected. If the information is not provided, we may not be able to act effectively or at all. If you would like to access this information you can do so by contacting us at the corner of Macquarie & Cobra Streets, Dubbo, Phone (02) 6882 1755, Fax (02) 6884 2229 and e-mail pm@rhdubbo.com.au. You can correct this information if it is inaccurate, incomplete or out of date. This business is independently owned and operated by the Proprietor: Sabaze Pty. Limited ABN 31 001 858 028