

Date.....

Trading Places
Real Estate Services
P O Box 208
Neutral Bay NSW 2089

T: (02) 9908 8878
F: (02) 9908 2229

admin@tradingplaces.net.au

Dear Property Manager

NOTICE TO VACATE

I/we

The tenant/s currently residing at

Advise our intention to vacate on

- 1. 14 days written notice prior to the last day of the fixed term to vacate at the end of the lease term
- 2. 21 days written notice after the last day of the fixed term

Inspection of the property for intending tenants can be arranged by:

.....

I/we will contact your office at least 48 hours prior to vacating in order to arrange a suitable time to meet your office representative to hand over vacant possession of the property with all keys and manuals and to further be available for the inspection and condition report.

My/our forwarding address will be.....

.....

Rental Bond paperwork can be emailed to the following address.....

I/we await a confirmation letter from Trading Places advising any rent payments due to date of possession. I/we will advise Service Providers and Building/Strata Manager (if applicable).

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Signature of all lease holders