

Griffith Real Estate Vacating Notice

****Please note all sections must be completed****

Name: _____ Phone Number: _____ (H) _____ (W)

Address: _____

***Please note 3 weeks notice is needed after the fixed period has ended.**

***2 weeks notice can be given in the last two weeks of the fixed term.**

Lease Expiry Date: ___/___/___ Today's Date: ___/___/___ Vacating Date: ___/___/___

As per new legislation we are required to invite you to your final inspection.

Do you wish to be present? Yes/No Date: ___/___/___ Inspection Time: _____ am/pm

Access arrangements for showing prospective tenants: _____

Forwarding Address: _____

Reason For Vacating: _____

Signature: _____

Office Use Only

Property Officer: _____

Landlord Name: _____ Landlord Notified Yes/No Date: ___/___/___ Time: _____

Current Rent: \$ _____ New Rent: \$ _____ Pets Allowed?: Yes/No Comments: _____

For lease sign to be ordered? Yes/No

To be completed by Property Administrator

Tenant vacating letter sent – Date: ___/___/___

Owner letter sent – Date: ___/___/___

Date entered onto internet – Date: ___/___/___

Excel List Update – Date: ___/___/___

For lease sign ordered: Date: ___/___/___

Tenants details updated on My Desktop: ___/___/___

Remove tenant category & confirm bi-monthly newsletter category

Change forwarding address