

# VACATE NOTICE FROM TENANT FORM



I/we hereby give notice the I/we will be vacating the property as detailed below:

## PROPERTY DETAILS

Street address

Name of tenant/s

Home 📞

Mobile 📞

Email:

Date vacating:

Reason for leaving:

Forwarding address:

Do any of the other tenants wish to stay after you leave?  Yes  No

Please tick one of the following:

- 1. Please contact me before each viewing appointment
- 2. Please contact me in the first instance, but if I'm unavailable it's okay for people to view from 9am to 5pm, Monday to Friday.
- 3. I do not need to be contacted so it's okay for people to view from 9am to 5pm, Monday to Friday.

- In accordance with the Residential Tenancies Act (1986) hereby give at least 21 days' notice to vacate the above premises. The date 21 days from today will be: \_\_\_\_\_. I/We understand that I/we am/are liable for rent to the above notice date OR if my Tenancy Agreement is a "fixed term contract" then I will continue to be liable for rent from the above notice date until the property is re-let or the fixed term concludes, whichever is the earlier date.
- I/We intend vacating the premises earlier on \_\_\_\_\_. I/We understand that should the property be re-let prior to the 21 day notice date in point 1 above, then I/we will only be asked to pay rent to the rent commencement date of the new tenancy.
- I/We shall have the keys returned to Karen Johnson Property Management Ltd, by 12.00 noon on \_\_\_\_\_. At this time the property will be left in the condition I/we want it to be inspected to assess my bond refund.
- I/We further understand there will be no opportunity for me/us to return to the property and all items left behind will be treated as rubbish.
- I/I/We authorise Karen Johnson Property Management Ltd to change the locks at my/our expense if I/we do not return the keys on time

Signature

Date

Signature

Date

**Once this form has been completed** you can post to PO Box 8211, Cherrywood, Tauranga 3145  
Alternatively scan and email the form to [karen@karenjohnson.nz](mailto:karen@karenjohnson.nz)