

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 28 days' notice to vacate the above premises. The date 28 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 28 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