

Tenant Vacating Form

If you wish to vacate your rental property, under the Residential Tenancy's Act 1997, you are required to give our office at least 28 days notice in writing of your intention to vacate. Please complete the form below and send it to info@melbourneresidentialleasing.com.au. Your property manager will contact you shortly.

Property Address: _____

Phone: _____ Email: _____

Date you wish to vacate: _____

I/we _____

Are on a periodic/month to month lease and hereby give 28 days notice of our intention to vacate the property on the date indicated above.

On a fixed term lease and wish to vacate at the end of our lease as per the above date.

On a fixed term lease and would like to break our lease to vacate the property early as per the above date. I/we also understand that there are costs involved with breaking a fixed term lease.

I/We are unsure what kind of lease we have and what is involved but would like to discuss vacating with our property manager.

Signed: _____ Date: _____

Signed: _____ Date: _____

Office Use Only

Received by:

Date Received:

Owner Contacted:

Instructions:

