



Date: / / 20

John Mooney Real Estate
252 Baylis Street
Wagga Wagga NSW 2650

Dear Sir/Madam,

RE: NOTICE OF INTENTION TO VACATE PREMISES

ADDRESS: _____

As per our tenancy agreement we hereby advise that we will be vacating the above property on the _____ day of _____ 20_____

I/We advise that I/We will on this day hand to you at your office all keys in our possession, including any keys that we/I have duplicated.

I/We hereby authorise you to show prospective tenants through the property provided reasonable amount of notice is given to me/us

I/We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the vacating date. We will have the property clean and tidy for your final inspection.

I/We would like to attend the final inspection, and will arrange a suitable time with your staff

OR I would not like to attend the final inspection. (Please indicate)

Yours faithfully,

(All tenants must sign this notice)

FORWARDING ADDRESS _____

PHONE NUMBER/S

