



## TENANT VACATING NOTICE

Please tick appropriate office and email, fax, mail or lodge.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> <b>Merimbula</b><br>Email: <a href="mailto:property@fnfc.com.au">property@fnfc.com.au</a><br>Fax: 02 6495 3154<br>Address: Shop 4, The Promenade,<br>Market St Merimbula NSW 2548 | <input type="checkbox"/> <b>Cooma</b><br>Email: <a href="mailto:propertyc@fnfc.com.au">propertyc@fnfc.com.au</a><br>Fax: 02 6452 4154<br>Address: Centennial Plaza, 114 Sharp St<br>Cooma NSW 2630 | <input type="checkbox"/> <b>Bega</b><br>Email: <a href="mailto:repairs.bega@fnfc.com.au">repairs.bega@fnfc.com.au</a><br>Fax: 02 6492 5094<br>Address: 226 Carp St<br>Bega NSW 2550 | <input type="checkbox"/> <b>Eden</b><br>Email: <a href="mailto:eden@fnfc.com.au">eden@fnfc.com.au</a><br>Fax: 02 6496 3490<br>Address: 177 Imlay St<br>Eden NSW 2551 |
|--|--|---|--|

**I/We hereby give notice of my/our intention to vacate the following property**

Property

Name

**On the following date:**

Date

1. I understand that I/we am/are required to give \_\_\_\_ days notice, under the terms of my/our lease.
2. I am aware that rent will continue to accrue until all keys are returned.
3. I am aware that if I/we am/are breaking my/our Tenancy Agreement early, I/we are responsible for paying rent until the expiry date of the lease.
4. My rent is paid to \_\_\_\_ / \_\_\_\_ / \_\_\_\_, leaving \$\_\_\_\_\_ owing to the vacate/lease expiry date.
5. I/We understand that FNFC may want to show prospective tenants through the property and I agree to provide reasonable access in this regard.

My/our reason for vacating is:

My/Our forwarding contact details will be:

Work	Home	Mobile
Address		
Email		
Signed		Date

Office use only		
Date notice received		___/___/___
Lease expiry date		___/___/___
Adequate notice provided?		Yes/No
Checklist sent?		
Date entered on computer		___/___/___
Landlord advised		___/___/___
Pre-vacating letter to tenant		___/___/___
Pre-vacating inspection date		
Window Card Prepared <input type="checkbox"/>	Rental List updated <input type="checkbox"/>	Signboard Erected <input type="checkbox"/>
Current rent per week		\$
Rec. new rent per week		\$

Property Manager's signature: \_\_\_\_\_