

**Notice to Vacate**

PLEASE COMPLETE, SIGN & RETURN TO: mail@taylors.com.au	
Name of Tenant/s	1. _____ 2. _____ 3. _____ 4. _____
Property Address (incl suburb)	
Name of Property Manager	
I/we hereby are giving notice to vacate the abovementioned premises on (dd/mm/yyyy): ____/____/20____	
Reason for Leaving	_____ _____ _____ _____ _____
Method of Leaving (please tick)	<input type="checkbox"/> As the contract has expired I/we are giving no less than 21 days notice. <input type="checkbox"/> As the contract is about to expire I/we are giving no less than 14 days notice. <input type="checkbox"/> I/we are aware that I/we are breaking the lease and will be up for rent until the date another tenant moves in or until the end of the lease (whichever comes first), and any advertising costs and letting fees that my owner/landlord would normally be charged (letting fee, tenancy agreement preparation fee, TRA database search fee, etc).
Date Notice to Vacate Completed	
Signature/s of Tenant/s	1. _____ 2. _____ 3. _____ 4. _____
OFFICE USE ONLY	
Date Notice Received	
Received By (name)	