

PLEASE NOTE: Keys must be returned to the office by 10:00 am on the day of vacating, unless alternative arrangements have been approved.

28 days notice to vacate

DATE:

NAME/S:

ADDRESS:

PHONE: **AH** **BH**

VACATING DATE:

LEASE EXPIRY DATE: **MINISTRY BOND:** YES / NO

DESCRIPTION OF PROPERTY: (Please circle)

Garage / Carport / Car Space	Gas / Electric Cooking	Gas / Electric Heating
Gas / Electric Hot Water Service	Number of Bedrooms	
Brick Veneer / Weatherboard	Single / Double Storey	Unit / Flat / House

FORWARDING ADDRESS:

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SIGNED:

1.
2.
3.

OFFICE USE ONLY:

LANDORD/S NAME:	PHONE:
ADDRESS:	NOTIFIED:
TENANT LETTER:	BOARD:
COMPUTER:	RENTAL LIST:
KEYS RETURNED:	NEW RENT:
DATE INSPECTED:	