

# Tenant Vacating Form

**Address of Property:** .....

**Name of tenant(s)** .....  
.....

Hereby give notice of my/our intention to vacate the above property on the following date: (21 days required)

.....

Please note that you cannot terminate a fixed term tenancy by giving of notice. Should you need to vacate during fixed term please call and speak to us, we will outline responsibilities and what we can do to help you.

**Forwarding Address:** .....

**Utilities:** who are you using for gas, electricity, telephone/internet services?

.....

**Contact:** We may need to show prospective tenants through the property before you move out. To arrange access to do so please complete the following so we can easily contact you:

Work: ..... home: ..... mobile: .....

Email: .....

Signed by above tenant(s) .....

Date: .....