

Office Use: Date received / /

## NOTICE OF INTENTION TO VACATE THE PROPERTY

**PLEASE NOTE THAT YOU MUST ALSO COMPLETE AND SUBMIT THE RTA FORM 13 NOTICE OF INTENTION TO VACATE AND OUR MARKETING AND ADVERTISING TENANT APPROVAL NOTICE.**

Tenant Names: \_\_\_\_\_  
PROPERTY: \_\_\_\_\_

As per our tenancy agreement I/we hereby advise that I/we will be vacating the above property by the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (midnight).

Our tenancy agreement *has already expired/will expire* on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

We are aware that this notice must be given 14 days prior to vacating and if we fail to do this, rent will be charged up until 14 days after receipt of this notice. We are also aware that this notice does not take effect until received by our real estate office and signed by all tenants.

We are aware that rent will be charged up to and including the day we return all keys and remotes to the office.

We acknowledge that keys must be returned to the office on or before 9.30am the following day of the above vacating date or we will incur additional rent at a daily rate. I/we advise that I/we will on this day hand to your office all keys in our possession, including any keys that we may have duplicated.

We authorise you to erect a To Let sign (where applicable) and to show prospective tenants the property during the final two weeks. We agree to pay the rent up to and including the vacating date and to have the property completely vacated by the above date. We will have the property clean and tidy as per the cleaning guide for your inspection.

We are aware that if we vacate the property owing money in excess of the bond or if a tribunal order is made for a repeated breach or objectionable behaviour, our names will be recorded with TICA once the tenancy has ended.

Current daytime number: \_\_\_\_\_

SIGNED (Tenant 1): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 2): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

SIGNED (Tenant 3): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

REASON FOR VACATING THE PROPERTY: \_\_\_\_\_ P.T.O. >

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## ADVERTISING & MARKETING NOTICE

This is a courtesy notice to let you know that it is our office's intention to minimise any disruption to you as a tenant during the process of re-letting the property. We understand that moving home can be a very stressful time and you can be assured that we are focused on respecting your rights to quiet enjoyment during the re-letting process.

However, as you can appreciate, it is our responsibility to the owner as the managing agent to find a new suitable tenant in the quickest possible time, and for this reason we would greatly appreciate your assistance to enable our office to achieve this.

In accordance with legislation requirements, we do require you to submit to our office the below *Marketing & Advertising Tenant Approval*.

### MARKETING & ADVERTISING TENANT APPROVAL

**Please submit this Notice with your Intention to Vacate Form**

Tenant/s Names: \_\_\_\_\_

Property Address: \_\_\_\_\_

#### ***We hereby authorise or agree***

(Please tick to indicate that you authorise and/or agree)

- For your office to take photos of the property for marketing and advertising purposes and understand that this could include our personal furnishings, etc.
  - For your office to accompany and show prospective tenants the property with the office's set of keys
  - For your office to contact me/us prior to accompanying and showing prospective tenants the property with the office's set of key
  - For your office to contact me/us and we will show prospective tenants the property
  - For your office to contact me/us to discuss and arrange a prospective tenant showing
  - For your office to conduct open houses (if required, please refer to our office for further details)
  - For your office to consider the following proposed open house times (if required)
- \_\_\_\_\_
- \_\_\_\_\_

As mentioned, it is our office's intention to work with you when organising prospective tenant inspections and will issue the necessary Form 9 – Entry Notice in accordance with legislation requirements prior to any inspection or as agreed to by you.

#### **Tenant Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tenant/s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

