Dear vacating tenant(s)

RE: VACATING YOUR RENTAL PROPERTY

Once you have made the decision to vacate it is a requirement under the Residential Tenancies Act 1997 to give the Managing Agent a minimum of 28 days notice in writing **provided that** the fixed term of your Residential Tenancy Agreement has expired. If the fixed term of your Residential Tenancy Agreement has **not** expired, please arrange to discuss your responsibilities with one of our Property Management team.

Assuming your fixed term tenancy agreement has expired and you are occupying the premises on a month to month tenancy, and after we have received your notice to vacate at our office, we will immediately commence inspections with prospective new tenants. These inspections will only be carried out with our Property Management staff in attendance. ***In the event of you not being home, and unless you advise otherwise, we shall use our office key to show prospective tenants over the property.***

Please note: If you have posted, emailed or faxed the attached vacating notice please phone our office as it is your responsibility to ensure that the agent receives this notice.

Should you have any queries regards vacating your property please do not hesitate to contact our Rental Team.
Yours faithfully

METHVEN PROFESSIONALS

Offices at:	Mooroolbark	Lilydale	Mt Evelyn
	9726 8888	9735 0000	9736 3999

TENANTS NOTICE OF INTENTION TO VACATE

To: Methven Real Estate Professionals
46-52 Brice Avenue
MOOROOLBARK VIC 3138

RE: Property at _____ Ph _____

Take notice that I/we _____ as tenant/s

of the above property hereby give notice that I/we will be vacating on the _____ of _____ 20 _____, and I/we undertake to hand the keys in to your office at 46-52 Brice Avenue, Mooroolbark on this date.

My/Our reason for vacating is: _____

My/Our forwarding address will be: _____

_____Ph (AH)_____ (BH)_____

In the event of us not being home, and from the date of this notice we authorise your company to use your office key to show prospective tenants or purchasers through the property during normal business hours.

Signature/s _____ dated this _____ day of _____ 20_____

OFFICE USE ONLY

RECEIVED: / / AVAILABLE: / /

RELET AT: $ BOND: $