

NOTICE TO VACATE
(RESIDENTIAL TENANCY ACT 1997)

TO: [NAME OF TENANT]
the Tenant of the premises described below

FROM: [NAME OF LANDLORD OR AGENT]
the Owner / Agent of the Owner (*choose appropriate option*) of those premises

TAKE NOTICE that I/We hereby give notice to you that I/we intend to terminate the tenancy at:
[insert premises address]
on or before _____/_____/_____.

REASONS FOR TERMINATION (If you are terminating the tenancy because of the following example is for rental arrears:)

You have failed to comply with the terms of the tenancy agreement dated _____/_____/_____. The total rental commitment is:

Total amount of rent due _____/_____/_____ #.##

Actual rent received _____/_____/_____ #.##

Arrears _____/_____/_____ #.##

(If a previous notice of termination has been served on you, the amount(s) of arrears which have been paid must be stated.)

This Notice takes effect _____/_____/_____ fourteen (14) clear days from the service of this Notice on you.

Signed by: _____

To be completed by the tenant before it is handed over:

A copy of this Notice is being served on you _____ a.m. / p.m. on the _____ day of _____, _____ at the following address:

Signed by: _____

Print Name: _____

THIS IS A 2-PAGE FORM.