

Notice to Vacate for Tenants Leaving a Property

I/We give notice that I/We will be vacating the premises as outlined below:

Tenant Name: _____

Property Address: _____

Vacate Date: _____ **all keys will be handed into the office before 5pm on this date**
As per the Residential Tenancies Amendment Act 2010 this is a minimum of 21 days notice for a Periodic Tenancy

Reason for leaving: _____

Forwarding addresses & contact details:

Phone numbers: (H) _____ (W) _____ (M) _____

Professionals will start advertising the property for rent which may include a **For Rent sign**. **We will need to have access to the property** for viewings (to show prospective tenants the property) between now and your leaving date. Viewings are by appointment only and any prospective tenants will be accompanied by a member of our property management team.

IMPORTANT INFORMATION:

By completing this notice you are requesting that the existing Tenancy Agreement is to be terminated in accordance with the requirements of the Residential Tenancies Amendment Act 2010.

In the event of a request for **early termination of a Fixed Term agreement, we require the owners agreement - once all parties agree the tenant must pay rent and maintain the property until a suitable/approved replacement tenant commences or the fixed term expires whichever date is earlier**. The tenant is appointing Professionals, to advertise the property and select a replacement tenant in accordance with the owner's instructions.

I/We agree that the tenant is **liable for rent payments up to and including the vacate date**. Failure to return all keys to our office may result in the locks being changed at the tenant's expense.

I/We further agree that on the vacate date the property is to be left in a clean and tidy condition, including the grounds. Any outstanding rent, tenant debt or cost of cleaning/repairs will be deducted from the tenants bond or on-charged to the outgoing tenant. Any remaining debt will be recovered through the Tenancy Tribunal or may be registered with a debt collection agency. **Information about your tenancy may be registered on the TINZ database.**

Signatures: _____ Date: _____

Office Use Only

Date notice received: ___ / ___ / ___

Original Notice: or Counter Notice:

Notice by: mail / fax / email / counter

Check Advertising _____

Rent Review \$ _____ Authorised by _____

Comments: Is property on market for sale? Yes/No **ADVERTISE PROPERTY AVAILABLE DATE** _____



Supporting the
Child Cancer
Foundation for
over 20 years.

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