

NOTICE TO VACATE - 21 DAYS

TO PORTSIDE PROPERTIES:

ATTENTION (Property Manager name):

I/WE (Name),

OF (Address)

I/we hereby give you the required and minimum **21 days notice** in writing to vacate the rental property

I understand I/we will pay rent to and including ____/____/____ as our final date at the property, with the below list completed and ready for a **final inspection on the same date**.

- The property will be cleaned and presented in a ready-to-let condition, in line with the properties Inventory and Condition Report.
- Any carpet cleaning will be dry and ready for the final inspection, with a receipt provided upon final inspection if applicable.
- I/we will ensure all services have been disconnected and bins will be left empty and clean **by the final inspection**.
- I/we are aware Portside Properties do not conduct final inspections on weekends, public holidays or outside of **9am to 5pm**.
- I understand access to the property may be required to re-let.
- I/we are happy to allow the **15-minute** viewings in our final 21 days at the property, with reasonable notice upon agreement

CONTACT DETAILS

I/we are available on the below contact number, and are contactable whilst moving

MOBILE:

EMAIL:

FORWARDING ADDRESS:

SIGNATURE OF ALL TENANTS ON TENANCY AGREEMENT

SIGNED:

DATE:

SIGNED:

DATE:

OFFICE USE ONLY

PROPERTY MANAGER:

DATE RECEIVED:

- Notified Landlord of tenant's intentions
- Final Inspection Cleaning Checklist sent
- Final Inspection and Ledger Letter sent
- Rent paid to vacate date



**PORTSIDE
PROPERTIES**