

# GENERAL 28 DAY NOTICE OF TERMINATION

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To the landlord: c/- Managing Agent KW Property Sales & Rental

I/We \_\_\_\_\_  
(Tenant Name/s)

of \_\_\_\_\_  
(Property Address)

Hereby give the required 28 days notice to vacate on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .  
Lease Expiry: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ .

**If you pay your rent by direct deposit, Re-connect or Centrepay please ensure you cease your payments to coincide with your vacate date.**

*Please Note: The final inspection cannot be carried out on weekends. A detailed letter will be sent to you confirming your intention to vacate, cleaning requirements for vacating and the date of the final inspection should you wish to attend. The final inspection cannot be carried out until all keys are returned to our office.*

I/We are vacating for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: (must be completed)

\_\_\_\_\_  
\_\_\_\_\_

Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Business: \_\_\_\_\_ Email: \_\_\_\_\_

I/We acknowledge that:

- I/We have read and completed all information as required
- I am/we are responsible to maintain the property and pay rent up to and including the end of the 28 days notice period.

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Staff Member Accepting Form: \_\_\_\_\_

**Office Use Only** Landlord advised by phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current rent amount \$ \_\_\_\_\_ PW Back on rent list @ \$ \_\_\_\_\_ PW

Vacate date entered on REST: YES / NO Signed: \_\_\_\_\_

Date letter sent to tenant: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signed: \_\_\_\_\_

Date letter sent to landlord: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Signed: \_\_\_\_\_

