

**TENANT –NOTICE OF INTENTION TO VACATE PROPERTY**

.....(insert today’s date)

Interface Property Management  
15 Claremont Avenue  
Malvern Vic 3144

To Interface Property Management

I/we ..... (insert names of all parties to lease) wish to provide 28 days written notice of my/our intention to vacate the premises at .....(insert property address). Our expected date of vacation is ..... (must not be less than 28 days from the date of this notice). I/we have also informed ..... (name of Property Manager) of our intention to vacate by phone.

I/we understand that it is our responsibility to ensure that prior to vacation of the premises, the premises are fully cleaned, the property is returned to its original condition (as per Property Vacation Checklist) and that all due rental payments are made. Should the landlord wish to relet the premises, then I/we permit the nominated Property Manager to access to the property for the purposes of showing through prospective tenants.

Yours Sincerely

.....  
(insert names and signatures of all parties to the lease or their representatives)

\*\*\* Please note, your written notice of intention to vacate **must be received by your Property Manager a minimum of 28 days prior to your intended vacate date**. To ensure this occurs it is recommended that this notice is faxed (or a pdf copy is sent by email) to Interface Property Management and that you also phone to confirm receipt of the notice. If you are planning to mail this notice you will need to send by registered post and allow up to 4 extra days for postage.

This notice is only valid if your lease has expired or is due to expire within the next 28 days.