



**PLEASE COMPLETE ALL FORM FIELDS**

**NAME:**

**ADDRESS:**

I/we hereby give twenty-eight (28) days notice.

**MY VACATING DATE WILL BE**  /  /

In accordance with the Residential Tenancies Act 1997. I/we acknowledge that rent must be paid up to the date of vacating and my/our responsibility under the act states: A tenant under a tenancy agreement shall not refuse to pay rent on the grounds that he/she intends to regard as rent by him/her the security deposit or any part of the security deposit paid by him/her in respect of the premises. Your security deposit is held with the RTBA and therefore it is mandatory to complete a bond claim form for the return of the security deposit. I/we advise that the forwarding address for refund of the security bond is:

**MY FORWARDING ADDRESS WILL BE:**

I / we understand that I/we are required to deliver all keys to Karen Gornalle & Associates on or before the day I vacate.

**DATE:**  /  /

**SIGNATURE:**

Once submitted, your property manager will acknowledge receipt of this notice and forward you a letter confirming acceptance of your vacating date and determine your final rental payment due.

realestate@karengornalle.com.au | www.karengornalle.com.au

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