

Licensee in Charge :
GEOFF W MELVILLE L.R.E.A., J.P.
Email: sales@ebea.com.au
Website: www.ebea.com.au



2B Kendall Rd
PO Box 5055
EMPIRE BAY NSW 2257
Ph: (02) 4369 2275
Fax :(02) 4369 5618

PROPERTY SALES & MANAGEMENT

TENANTS VACATING NOTICE

TENANTS NAME:

ADDRESS:

OWNER:

DATE NOTICE GIVEN: DATE VACATING:

NOTICE REQUIRED UNDER LEASE:

Disclaimer / Authority

1. I hereby understand the terms and conditions of vacating the above premises and give permission for you to show the property in my absence. A card will always be left indicating you have visited the premises, and
2. I have been informed, understood and consent to the agent releasing tenancy details should reference checks be required for any future tenancy applications.

SIGNED: DATE:

TENANT VACATED

FORWARDING ADDRESS:

PHONE NUMBER:

KEYS RECEIVED:

BOND HELD:

DISBURSEMENTS:	RENT OWING	\$
	WATER USAGE	\$
	CLEANING	\$
	REPAIRS	\$
	BREAKING LEASE/LETTING FEE	\$
	OWNERS LEASE FEE	\$
	ADVERTISING	\$
	AGENCY FEES	\$