

DATE \_\_\_\_\_

I/WE (TENANT NAME/S) \_\_\_\_\_

HEREBY GIVE 28 DAYS NOTICE OF OUR INTENTION TO VACATE THE PREMISES  
KNOWN AS

\_\_\_\_\_  
(PROPERTY ADDRESS)

ON THE (VACATING DATE) \_\_\_\_\_

I/WE ARE BREAKING OUR LEASE      YES     NO

CONTACT TELEPHONE

BH \_\_\_\_\_

AH \_\_\_\_\_

MOBILE \_\_\_\_\_

FAX \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

REASON FOR LEAVING

\_\_\_\_\_  
(USED FOR STATISTICAL PURPOSES ONLY)

ACCESS ARRANGEMENTS FOR RE-LETTING

USE OUR MASTER KEY      YES     NO

IF NO WHAT ARRANGEMENTS ARE SUITABLE \_\_\_\_\_

\_\_\_\_\_  
TENANT/S SIGNATURE \_\_\_\_\_