



Vacate Notice

Property Address: _____

Tenant Name: _____

Contact Details: (H) _____ (W) _____ (M) _____

Email Address: _____

The property will be vacated and all keys returned to the office on:
_____ day of _____ 2015

New Forwarding Address: _____

Bank Details for Bond Refund:

BANK: _____ ACCOUNT NAME: _____

BSB: _____ ACCOUNT NUMBER: _____

I/We agree to return all keys to the office by 5pm on the vacating date. If keys are not returned on the vacating date, your rent will be calculated and charged by a daily rate until the keys are returned.

I/We agree to allow John Mooney Real Estate to show the property to prospective tenants on a reasonable number of occasions, as per your Residential Tenancy Agreement.

Tenants Signature: _____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__

_____ Date: __/__/__

A notice to vacate may be submitted by the following methods:

1. In person to 252 Baylis Street, Wagga Wagga
2. Emailed to rentals@johnmooneyrealestate.com.au
3. Faxed to 02)69217103
4. Posted to John Mooney Real Estate, PO Box 820, Wagga Wagga NSW 2650