

# NOTICE TO VACATE

Details of Property to be Vacated	
Date:	
I/We (Name):	
Tenant/s of (Address of Premises):	
Work Phone:	After Hours Phone:
<b>Please read &amp; complete Points 1, 3 &amp; 4 of this section only if you are giving 21 or more days notice. If you intend to vacate sooner than the required 21 days then read &amp; complete Points 2, 3 &amp; 4 only of this section.</b>	
<ol style="list-style-type: none"><li>1. In accordance with the Residential Tenancies Act (1986) I hereby give at least 21 days written notice to vacate the above premises. The date from today that I/We intend to vacate from will be _____. I/We understand that I/we am/are liable for rent to the above notice date.</li><li>2. I/We intend vacating the premises earlier on _____. I/We understand that should the property be re-let prior to the 21 day notice in point 1 above, then I/We will only be asked to pay rent to the rent commencement date of the new tenancy.</li><li>3. I/We shall have the keys returned to Kennard Real Estate Ltd by 12.00 noon on _____. At this time the property will be left in the condition I/we want it to be inspected to assess my bond refund. I/We further understand there will be no opportunity for me/us to return to the property and all items left behind will be treated as rubbish.</li><li>4. I/We further authorize and instruct Kennard Real Estate Ltd to negotiate at its absolute discretion on my/our behalf to minimize my obligation to pay rent for the full 21 day minimum notice period. I/We authorize Kennard Real Estate Ltd to change the locks at my/our expense if I/we do not return the keys on time.</li></ol>	
Forwarding Address:	
New Phone Number:	
Reason For Leaving:	

<b>Please Note:</b>
<ol style="list-style-type: none"><li>1. I/We consent to the Landlord, or their agent, showing prospective tenants through the property at any reasonable time without further notice, prior to my/our moving out.</li><li>2. The below signed, if not the sole tenant of the property, warrants that they have the authority of all of the tenants of the property, to give this notice.</li><li>3. Any debt from unpaid monies at the end of the tenancy will result in registration of the tenants name with a Debt Collection Agency for recovery.</li></ol>
..... (Tenant/s Signature) ..... (Date)

Please return to Kennard Real Estate Ltd – Property Management Division	
Phone: (03) 338 7749	Post: 33 Halswell Road, Christchurch
Fax: (03) 338 1480	Email: propman@kennardrealestate.co.nz

Office Use Only:	
Received on behalf of Landlord by:	
Date:	By: <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand