

# NOTICE TO VACATE

<b>Details of Property to be Vacated</b>	
Date:	
I/We: (Name)	
Of (Address of Premises):	
Work Phone:	After Hours Phone:
<p><b>Please read &amp; complete Points 1, 3 &amp; 4 of this section <i>only</i> if you are giving 21 days or more notice. If you intend to vacate <i>sooner</i> than the required 21 days then read &amp; complete points 2, 3 &amp; 4 of this section:</b></p> <ol style="list-style-type: none"> <li>1. In accordance with the Residential Tenancies Amendment Act (2010) 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 Professionals Christchurch 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 considered rubbish.</li> <li>4. I/We further authorize and instruct Professionals Christchurch to negotiate at its absolute discretion on my/our behalf to minimize my obligation to pay for the full 21 day minimum notice period. I/we authorize Professionals Christchurch 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:	
<p><b>Please note:</b></p> <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 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> <p>.....(Tenants signature)..... Date</p>	
<b>Please return to Professionals Christchurch – Property Management Division</b>	
Phone: (03) 338 7749	Post: 33 Halswell Road, Christchurch
Fax: (03) 338 1480	Email: <a href="mailto:propman@prof.co.nz">propman@prof.co.nz</a>
<b>Office Use Only:</b>	
Received on behalf of Landlord by:	
Date:	
By: Fax/Mail/Hand	