

## Tenant 'Intention to Vacate' Advice

Please print down this form, complete and fax to: The Property Manager on 9327-6955

Date: \_\_\_\_\_

To: The Property Manager,  
Rose & Jones Property Pty Ltd (Fax 9327-6955)  
PO Box 689  
Woollahra NSW, 1350

**RE: Intention to Vacate:** Fax to: 9327 6955  
Email: [propertymanagement@roseandjones.com.au](mailto:propertymanagement@roseandjones.com.au) or  
Post: PO Box 689 Woollahra NSW 1350

Dear Sir/Madam,

Property Address \_\_\_\_\_

Please accept this notice that I/We, [insert all Leaseholder names]

\_\_\_\_\_

Of the above mentioned premises wish to advise that we will be vacating the premises on [insert vacating date]\_\_\_\_\_.

Our forwarding address and contact details are as follows:

Address:

Home Ph:

Work Ph:

Mobile:

Email:

Please instruct the Office of Fair Trading to deposit any remaining bond monies into the following account

BSB: \_\_\_\_\_ ACCOUNT No: \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

Please note that only ONE Account may be nominated. In the event that the above details are left blank the Office of Fair Trading will issue a cheque to the registered bondholders' name/s.

I/We acknowledge that under the terms of the Residential Tenancy Agreement (clause 9.7 of the agreement) we allow Rose & Jones Property Pty Ltd access to the above mentioned premises for the purpose of conducting inspections in readiness for re-letting and our vacation of the premises.

Yours Faithfully,  
[ insert all Lease Holder Signatures]

\_\_\_\_\_