

**Tenant 'Intention to Vacate' Advice**

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

To: The Property Manager,  
The Bickmore-Hutt Agency (Fax 9302 1733)  
Level One, 135 New South Head Rd,  
Edgecliff, 2027

Dear Sir/Madam,

**RE: Intention to Vacate**

[insert 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 The Bickmore-Hutt Agency 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] \_\_\_\_\_