

Notice of Intention to Vacate

PLEASE NOTE: At the end of any lease, all tenants are required by law to provide 28 days written notice to vacate their property.

Property Address: _____

Carpark: _____

Lease End Date: _____

Vacating Date: _____

(Date you will be returning the keys)

Reason for Vacating: _____

Tenant Names and Signatures:

Name	Signature

Forwarding Address: _____

Phone Number: _____

Email: _____

Return to Melcorp Property Reception

477 Swanston Street, Melbourne VIC 3000

Tel: 03 9663 1117 Fax: 03 9663 1127 Email: reception@melcorp.com.au

Office Use Only:

Landlord Advised: (please circle)	Yes	NO
Date Advised:	/	/
Authorised By:		
New Rental Amount:		
Final Guide Sent to Tenant	Yes	No