

Date: _____

Gary Peer & Associates Pty Ltd
Attention: Property Manager
55 Inkerman Street
ST KILDA VIC 3182

Fax: 9527 2861

Dear Sir/Madam,

PROPERTY AT: _____

Please be advised that *I/we hereby wish to give **28** days written notice of *my/our intention to vacate the above mentioned premises on _____
(Date of Intended Vacation)

The property shall be left in a clean and tidy state and shall be free of all personal property when *I/we return the keys to your office on _____. However, should the keys be returned after this date *I/we understand that *I/we are liable to pay rent up to and including the day all keys are returned.

My/Our reason for vacating is: _____

My/Our forwarding address is as follows :- _____

Should you have any queries regarding the above you may contact *me/us on the following telephone numbers –

(H) _____ (W) _____

(Mobile) _____ (E-Mail) _____

Yours faithfully,

SIGNATURES: _____

(PRINT NAME/S): _____

NB: * = DELETE WHICHEVER IS NOT APPLICABLE