

Notice to Vacate for Tenants Leaving a Property



I/We hereby give notice that I/We will be vacating the premises as outlined below

Property Address.....

Date we will vacate the property:/...../.....

Reason for leaving:.....

Name of Tenants:.....

Phone Numbers: (H).....(W).....(M).....

Do you have any flatmates that wish to stay in the property after you leave? YES/NO

BOI Property Management will start to advertise the property for rent. We will need to access the property for viewings (to show prospective tenants the property), between now and your leaving date. Viewings are by appointment only, and a Property Manager will accompany all prospective tenants.

Please tick one of the following:

- (a) I would like to be contacted before each viewing appointment.
- (b) I want to be contacted in the first instance, but if I am unavailable, please go ahead and show people through (between 9am-5pm Mon to Fri)
- (c) I don't need to be contacted, please go ahead and show people through (between 9am-5pm Mon to Fri)

IMPORTANT INFORMATION

This notice to vacate serves as notice that the existing Tenancy Agreement is to be terminated as soon as possible in accordance with the requirements of the Residential Tenancies Act.

In the event of a request for early termination of a fixed term agreement, the tenant must pay an advertising fee at the time of serving this notice and will remain liable for any rent due until such time as they have been notified in writing that the new tenants have been secured for the property and a formal tenancy agreement is in place.

If only one of the tenants is vacating and the remaining tenants wish to stay in the property, they must contact the Property Manager immediately and state that they want to re-apply for the property.

Under no circumstances should the remaining tenants assume they will be allowed to stay in the property. If there are any new flatmates that are not already registered against the property, they must complete an Application Form and hand this in to our office as soon as possible.

Our team at BOI Property Management will do our best to get approval from the owner for a new Tenancy Agreement, but the owner does retain the right to decline and advertise the property for new tenants.

If the property is left in a damaged or untidy condition, it is agreed the cost of rectifying this will be deducted from the bond or charged to the out-going tenant.

Forwarding Address:

Signature:

Dated atthis.....Day of20.....