

Date: _____

To: Ray White
24 Spa Road
Taupo

From: _____

Address: _____, TAUPO

I/We the tenants of the above property give 3 weeks notice (21 days) of our intention to vacate the property.

Final day of occupancy will be on the _____ 20_____

On or before vacation date, I/We confirm that the following will be completed:

- a. Rent will be paid up to and including vacate date
- b. The premises will be left in a clean and tidy condition
- c. All rubbish will be removed
- d. All our property will be removed
- e. All blown light bulbs will be replaced
- f. All keys will be returned
- g. All chattels provided by the landlord will be left behind
- h. The carpets will be cleaned

I would like to notify you that the reason for leaving the property is:

(Please note this will assist Ray White to identify any possible issues and improve on service)

My forwarding address for all correspondence is:

Signed _____
The Tenant/s