



McLaren Real Estate Postal Address **PO Box 38, Kew 3101** Address **278 High Street, Kew 3101**  
Telephone **9854 8888** Facsimile **9853 7122** Email **mclaren@mclaren.com.au**

**vacating notice** – please complete form and fax or mail to McLaren Real Estate

Notice of Intention to Vacate Premises. **Must be signed by all tenants.**

This form once completed should be sent to your property manager.

Property address to be vacated
Postcode
Property Manager

**Tenant details**

<b>Tenant No.1</b>	
Name	
Forwarding Address	
City/Suburb	State
Postcode	Country
Phone - Business Hours	Phone - Mobile
E-mail	
Emergency Contact	
Address	
Phone	

<b>Tenant No.2</b>	
Name	
Forwarding Address	
City/Suburb	State
Postcode	Country
Phone - Business Hours	Phone - Mobile
E-mail	
Emergency Contact	
Address	
Phone	

**Tenant No.3**

Name \_\_\_\_\_

Forwarding Address \_\_\_\_\_

City/Suburb \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Phone - Business Hours \_\_\_\_\_

Phone - Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Reason for Vacating Premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We intend to give up vacant possession on: \_\_\_\_\_

**We acknowledge that I/we have read and understand this document.**

Signed (Tenant No. 1) \_\_\_\_\_

Date \_\_\_\_\_

Signed (Tenant No. 2) \_\_\_\_\_

Date \_\_\_\_\_

Signed (Tenant No. 3) \_\_\_\_\_

Date \_\_\_\_\_

If more than three tenants, please complete a second form.