

form VN2

**Request for Tenant Vacating Notice (Agreement Not Yet Expired)**

I/we hereby give notice of my/our intention to vacate the following property:

|  |
| --- |
| property address |

|  |
| --- |
| name |

On the following date:

|  |
| --- |
| date |

I/we understand that this is breaking my/our Tenancy Agreement and acknowledge I/we are responsible for the rent and the property until I/we have sourced a suitable replacement tenant under the terms of my/our Tenancy Agreement.

**or**

I/we are within the last month of my/our fixed term and this request has been issued not less than fourteen days from the end of the fixed term under the terms of my/our Tenancy Agreement.

I/we shall contact the Property Manager within 48 hours of issuing this notice to confirm receipt.

My/our reason for vacating is:

|  |
| --- |
| reason |

My/our forwarding address will be:

|  |
| --- |
| address |

I/we would like assistance in finding another property. Yes/No (circle one)

I/we understand that you may want to show prospective tenants through the property. I/we will allow access to the property providing I/we have been given the required 24 hours notice, which can be given by contacting me/us on:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| work |  | home |  | mobile |

|  |
| --- |
| email |

|  |  |  |
| --- | --- | --- |
| signed |  | date |

**OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| date notice received  / / |  | current rent  £ pw/pcm |

|  |  |  |
| --- | --- | --- |
| landlord advised  / / |  | recommended new rent  £ pw/pcm |

|  |  |  |
| --- | --- | --- |
| system updated  / / |  | listing prepared  / / |

|  |  |  |
| --- | --- | --- |
| vacation letter sent to tenant  / / |  | signboard erected  / / |

|  |  |  |
| --- | --- | --- |
| inspection date  / / |  | processed by |