

Notice to Vacate Form

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed when a tenant wants to vacate their property.
For information or assistance with this form, phone our office on (02) 7252 9516 or
email tenant@birribee.org.au.

Payment reference number

Client details

Title

Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name (s)

Current address

Unit/House number Street/Avenue

Town/Suburb Postcode

Contact phone

Notice to Vacate Details

Reason for vacating property

Where are you going?

- | | |
|--|---|
| <input type="checkbox"/> Back to country | <input type="checkbox"/> Disability accommodation/
group home |
| <input type="checkbox"/> Moving in with family/
friends | <input type="checkbox"/> Aged-care facility/retirement
home |
| <input type="checkbox"/> Health care institution | <input type="checkbox"/> Prison/correctional facility |
| <input type="checkbox"/> Moving interstate/
overseas | <input type="checkbox"/> Private ownership |
| <input type="checkbox"/> Private rental (as tenant
or occupant) | <input type="checkbox"/> Aboriginal Community Housing
Provider /Lands Council |
| <input type="checkbox"/> Aboriginal Housing Office
(AHO) property | <input type="checkbox"/> Community housing |
| <input type="checkbox"/> Boarding house | <input type="checkbox"/> Caravan park/boat |
| <input type="checkbox"/> Rough sleeping | <input type="checkbox"/> Specialist Housing (Service/
crisis/refuge accommodation) |
| <input type="checkbox"/> Hotel/motel | <input type="checkbox"/> Other transitional housing |
| <input type="checkbox"/> Other
give details | |

Vacating date

Next of kin

Forwarding address Unit/House number Street/Avenue
Town/Suburb Postcode
New contact phone

Declaration

- I understand the instructions given on this form.
- To the best of my knowledge, the information provided in this form is correct.
- I understand there are penalties for giving false or misleading information.

Full name (please print)

Signature

Date

OFFICE USE ONLY

Date received

How was notice given?

Pre-vacate inspection appointment date