

Terminating Periodic Tenancy: all tenants vacating

Date

Your name

Your address

Landlord's name

Landlord's address

Dear landlord's name

Notice of Intention to Vacate

Please accept this letter as three weeks notice of my/our intention to vacate the property at (your address) on (date), as required by clause 88 of our tenancy agreement. I/we will be vacating the above premises and returning the keys on ... (date). Please note that the tenancy will terminate on this date in accordance with clause 88.

Please contact me on (your phone number) during work hours to arrange a mutually convenient time for a final inspection.

Yours sincerely,

Your signature

Your name

This notice may be used in situations other than that dealt with in the following notice (ie: terminating periodic co-tenancy where not all tenants are vacating). So it can be used by all sub-tenants, head-tenants or co-tenants (where all co-tenants wish to leave) wishing to terminate a periodic tenancy.