

NAME:

DATE:

GOODVEST REALTY INTERNATIONAL  
LEVEL 1&2, 54 DIXON STREET  
SYDNEY NSW 2000

ATTN: PROPERTY MANAGER

Dear Sir/Madam,

Re: \_\_\_\_\_

This is to notify you that I/we wish to move out from the above-mentioned property on \_\_\_\_\_, giving you the required 14/ 21 days notice in writing.

I/We understand that I/we should contact you for final inspection, which is no later than 12.00pm on \_\_\_\_\_; and I/we am/are responsible to pay the rent up to the vacating date; and at the time of final inspection done cleaning of the entire unit including carpet and return all keys/swipe card/remote to you.

Below is my latest contact information:

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Prefer time jbr inspection:

Thank you for your attention and co-operation.

Yours faithfully,

-----