

TENANT -NOTICE OF INTENTION TO VACATE PROPERTY

TO:

FROM:

.....
c/o Olympia Estates Ltd
11 Hereford Road
London
W2 4AB

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.....

..... (insert today's date)

Dear Landlord

I/we (insert tenant/s name) wish to provide 28
days written notice of my/our intention to vacate the premises at
vacation is (insert property address). Our expected date of
vacation is (must not be less than 28 days from the date of this notice).

I/we understand that it is our responsibility to ensure that prior to vacation of the property, the property is fully cleaned and returned to its original condition (as per Property Vacation Checklist/Inventory), all due payments are made and local authority is advised. I/we have to inform utilities providers and local authority about the date that I/we are moving out of the property so I/we can be billed correctly.

Final electricity meter reading: (date:)

Final gas meter reading: (date:)

Final water meter reading: (date:)

Forwarding/Contact address:

Work address:

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Bank details:

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Should the landlord wish to re-let the premises, then I/we permit Olympia Estates Ltd and/or their nominated agents to access the property for the purposes of showing through prospective tenants.

Yours sincerely

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(insert names and signatures of all parties to the lease or their representatives)