

**Our Details**

**East Maitland**

suite 1, 19 mitchell drive  
east maitland, nsw 2323  
p.o. box 428  
t: 02 4931 4811 f: 02 4933 1115  
eastmaitland@leahjay.com.au

**Hamilton**

suite 1, 74-84 tudor street  
hamilton, nsw 2303  
p.o. box 106  
t: 02 4965 3153 f: 02 4965 3163  
hamilton@leahjay.com.au

**Warners Bay**

suite 3, 87 king street  
warners bay, nsw 2282  
p.o. box 1069  
t: 02 4948 4188 f: 02 4948 8279  
warnersbay@leahjay.com.au

[www.leahjay.com.au](http://www.leahjay.com.au)

**Your Details**

If you intend to vacate your current premises, please provide the details below and your property manager will contact you as soon as possible.

If your lease has expired you are required to give 21 days notice, as per your Residential Tenancy Agreement.

Tenant's name\*:

Your property manager:

Street address\*:

Suburb\*:

Today's date\*: (dd/mm/yy)

Date you are vacating\*: (dd/mm/yy)

Has your lease expired\*?

Yes  No

If no, date of expiry: (dd/mm/yy)

Reason for vacating:

Forwarding address:

**Inspections**

We may wish to show prospective tenants through the property. Please nominate a primary contact for arranging inspections:

Tenant's name\*:

Contact phone number\*:

Email address\*:

If you are not home, do you give permission to Leah Jay to show the property using the master key?\*

Yes

No

Please confirm that all tenants on the lease are intending to vacate\*:

Yes

No

Please check and confirm that the information that you have provided is correct\*:

Yes

## Privacy

Leah Jay respects your right to privacy. We are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to how personal information is collected, stored, used and disclosed by us. We will only disclose personal information to other parties as required to perform our duties as authorised under an agreement, to achieve a specified purpose, or as otherwise allowed under the Privacy Act 1988.