



## 28 Days' Notice to Vacate

Please complete this form and send to us via email or registered post  
or  
send an email containing all the information below to  
[reception@portfolioms.com.au](mailto:reception@portfolioms.com.au)

Date	
Property Address	
Date current lease expires	
Tenant Name/s	
Date vacating property Must be at least 28 days' from the date Portfolio Property Management receives this notice	
Reason for vacating	

You will receive a letter via email confirming receipt of your notice.  
This letter will contain all information relating to vacating the property, returning keys and rent owed  
until the vacate date.