

## NOTICE TO VACATE

SURNAME: ..... FIRST NAME(S): .....

HOME PHONE: ..... WORK PHONE: ..... MOBILE: .....

ADDRESS OF THE PROPERTY IN QUESTION: .....

DATE ON WHICH YOU'D LIKE TO TERMINATE TENANCY: .....

DATE ON WHICH YOU PLAN TO VACATE (if different from above): .....

**Please note:** Only a leaseholder may hand in notice. If you've signed a periodic tenancy agreement you're required to give at least 21 days notice in writing of your intention to terminate the tenancy. If you send the written notice in to us by post you must allow four working days for the mail to be delivered. Therefore notice should be sent at least 25 days before you wish to terminate the tenancy. You can fax this notice to us if you so desire. Whatever the case, we ask that you phone us to make sure we've received your communication. If you've signed a fixed term tenancy agreement and wish to terminate your tenancy you should contact us by phone. A fixed term tenancy cannot be ended before the term is complete, without the agreement of both parties (Tenant and Landlord), or a Tribunal Order. In such cases we'll do all that we can to help.

If you have any queries regarding the termination of your tenancy please call us. Alternatively you can contact Tenancy Services. Their web address is [www.dbh.govt.nz/housing/tenancy](http://www.dbh.govt.nz/housing/tenancy). Their toll free helpline number is 0800 836262.

Someone from Jericho will be in touch with you when we receive written notice.

SIGNATURE: ..... DATE: .....