



Government of South Australia
Department of Planning,
Transport and Infrastructure

Vacate Advice No.

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(for office use only)

Notice of Intention to Vacate

To: DPTI, Government Employee Housing, GPO Box 967, ADELAIDE. **HOTLINE:** 1800 804 713

Email: DPTI.GEAdmin@sa.gov.au, Fax 8226 5938

1. Tenant Details

Name: _____

Employing Department: _____

Payroll / Identity No.:

Contact Nos: Mob: _____ Tel: _____

Email : _____

Forwarding Address: _____

Postcode: _____

2. Declaration

Prop No:

I hereby give notice of my intention to vacate the residence situated at:

_____ P/Code _____

3. Occupancy Details

*NB: If **sole occupancy**, please complete **PART A** only. If **share occupancy**, please complete **PART B** only.*

Part A - Sole Occupancy I will deliver up vacant possession of the premises to you on the day of 20 which is at least 21 days from the date of this notice (refer notes). I will arrange an inspection with the local agent prior to leaving the premises. All keys will be returned to the local agent upon my departure.

..... / /
Signature of Tenant *Date*

OR Part B - Shared Occupancy I will be vacating the premises on the day of 20 The residence is currently occupied on a share basis. I will arrange an inspection with the local agent prior to leaving the premises. All keys to the residence in my possession will be returned to the local agent on my departure.

..... / /
Signature of Tenant *Date*

OFFICE USE ONLY

RENTS: [] APPLY 21 DAYS

[] WAIVE 21 DAYS

APPROVED: _____

PROPERTY N°. _____

Please give Government Employee Housing as much notice as possible of the date you will be vacating. **It is a requirement of the Residential Tenancies Act 1995 and your Tenancy Agreement that 21 days' notice be given to the Landlord in writing prior to vacating the residence.** Rent deductions will continue to occur for a period not exceeding 21 days from the day you vacate should the above notice not be given prior to vacating the property