



NOTICE TO VACATE STORAGE SHED

Date: ____/____/____

Storage Shed Address: _____

Lease Name(s): _____

This is to confirm that I/we will vacate the above mentioned property on ____/____/____ being a date no less than fourteen (14) days from the date of this notice.

FORWARDING ADDRESS: _____

☐ I/we understand that all personal belongings are to be removed from the storage Facility along with any rubbish. The storage facility is then to be swept and all Cobwebs removed internally along with any other cleaning needed (Oil stains etc)

☐ I/we understand that should the above cleaning not be attended to, this will be automatically organised on your behalf and charges deducted from my/our bond.

CANCELLATION OF DIRECT DEBIT

Please make my last Direct Debit date ____/____/____. All rent is to be paid up to the vacating date (prior to cancellation of the Direct Debit)

SIGNATURE(S): _____

DATE: ____/____/____

CHECKLIST (OFFICE USE ONLY)

Remotes Returned	[]
Vacate date into REST	[]
Rent paid to vacate date	[]
Update storage shed occupancy	[]
Rent refund (if required)	[]
Tenant Bond Refunded	[]

ACCOUNT DETAILS FOR BOND REFUND

Acc Name: _____

Bank / BSB: _____

Acc Number: _____