



Storage Shed notice of Intention to Vacate

Use this form to provide written notice of your intention to vacate your storage shed.

NOTE: A minimum of 14 days notice is required

Todays Date		Vacate Date			Date Received:		OFFICE USE ONLY
Shed number							
Name of Tenant(s)							
Current Contact Number(s)							
Forwarding Address							
Bank Details <small>(for refund of key deposit and any overpaid rent)</small>		BSB			Acc No:		
					Acc name:		
Signed by the Tenant(s)						Date	

OFFICE USE ONLY	
Enter vacate date into PropertyTree	
Update website	
Put vacate date in calendar	
Put note in calendar to refund bond in 1 week	
Put reminder in to update website once vacant	
Send vacate confirmation email	
CLOSING OFF FILE	
Make sure rent is paid up to vacate date	
Key deposit refunded	
Put reference in	