

Storage Shed notice of Intention to Vacate

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

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)</small>		Tenant	BSB		-		Acc No: Acc name:
Signed by the Tenant(s)						Date	

OFFICE USE ONLY	
Enter vacate date into PropertyTree	<input type="checkbox"/>
Send email to reception to update website	<input type="checkbox"/>
Put vacate date in calendar	<input type="checkbox"/>
Put note in calendar to refund bond in 1 week	<input type="checkbox"/>
CLOSING OFF FILE	
Make sure rent is paid up to vacate date	<input type="checkbox"/>
Key deposit refunded	<input type="checkbox"/>
Put reference in	<input type="checkbox"/>