

Office Use Only

Vacate Check: \_\_\_\_\_

## NOTICE TO VACATE



27 Bennu Circuit, Airport Park Albury

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Storage unit number/s: \_\_\_\_\_

Today's date    /    /

**Vacate Date:**    /    /

Signature: \_\_\_\_\_

### **Please Complete Bank Details for Refund**

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

### **Please Complete Forwarding Address**

Number & Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_

Please return the key to our office on vacate day otherwise you will be responsible for rent from that day onwards.

**\*\*\* Storage unit/s must be left clean and tidy and completely empty \*\*\***

**Thank you for your assistance**

<u>OFFICE USE ONLY</u>		Date:	
Key Returned?	Yes/No	Refund:	Yes/No
Email sent?	Yes/No	Outstanding Rent:	_____
_____		Rent Refundable:	_____
		Key Deposit Refund:	_____