



## STORAGE SHED VACATING NOTICE

DEAR SIR/MADAM

RE: LEASED STORAGE SHED:.....

I/WE WISH TO GIVE 14 DAYS NOTICE THAT I/WE WILL BE VACATING THE ABOVE PREMISES ON THE

I/WE ARE AWARE THAT WE ARE RESPONSIBLE TO LEAVE THE SHED THOROUGHLY CLEAN.

I/WE ALSO UNDERSTAND THAT I/WE RESPONSIBLE FOR RENTAL UNTIL THIS NOTICE EXPIRES AND UNTIL ALL KEYS ARE RETURNED TO JOHN COOK REAL ESTATE (IF APPLICABLE).

TENANTS FULL NAMES:.....

TENANTS FORWARDING ADDRESS:.....

DIRECT DEPOSIT DETAILS: BANK/CREDIT UNION.....BRANCH LOCATION:.....

ACCOUNT NAME:.....BSB:.....ACCT NO:.....

TENANT'S PHONE NO'S:.....MOBILE:.....

SIGNED:.....DATE:.....

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**OFFICE USE ONLY:**

ENTERED IN COMPUTER BY:.....DATE:...../...../.....

REVERSE DEPOSIT/RENT TO PAY TO VACATE DATE:.....DATE:...../...../.....

CHANGE POSTAL ADDRESS IF APPLICABLE:.....DATE:...../...../.....

WRITE IN RED ON THE WHITEBOARD:.....DATE:...../...../.....

REPLACE RED PIN WITH BLUE PIN:.....DATE:...../...../.....

ENTER IN CALENDER ON VACATE DATE:.....DATE:...../...../.....

**ONCE CHECKED AND VACANT ENSURE THE FOLLOWING HAS BEEN DONE**

REPLACE BLUE PIN WITH GREEN PIN:.....DATE:...../...../.....

WRITE IN GREEN ON THE WHITE BOARD:.....DATE:...../...../.....

DELETE PIN CODE FROM THE COMPUTER:.....DATE:...../...../.....

CHECK KEYS ARE RETURNED (if applicable):.....DATE:...../...../.....

ENSURE ALL RENT IS PAID & EDIT EAZYDEBT:.....DATE:...../...../.....

MARK TENANT INACTIVE:.....DATE:...../...../.....

DELETE BANKLINK # ON PC & RUB OUT IN THE FOLDER:.....DATE:...../...../.....

DISPURSE BOND & SEND LETTER:.....DATE:...../...../.....