



STORAGE SHED VACATING NOTICE

DATE: ____ / ____ / ____

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 ARE 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:

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

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

OFFICE USE ONLY:

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

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

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

ENTER IN OUTLOOK IN DIARY 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 WHITEBOARD: DATE:/...../.....

ENSURE ALL RENT IS PAID AND # TENANT: DATE:/...../.....

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

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

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