

## Notice to Vacate - FAQ's



Please be advised that should you wish to vacate the premises you are renting from Live the City Property Management you must please give your building manager **20 business days written notice**, as stipulated in your lease agreement. Forms are available with each building manager but we have also attached a copy to this letter for your convenience.

### The steps to take are as follows:

1. Fill in the **notice form** in full and submit to your building manager.
2. A **proof of bank account letter** must be attached, a bank statement is also acceptable.
3. Ensure you set up a time with your building manager to complete your exit inspection. This must be done on the last day of your tenancy. It's important to schedule it in advance with the building manager.
4. Deposit refunds are processed **within 14 days** of the date you have moved out - provided the exit inspection has been completed and the keys handed over.

It is very important that you complete the above steps so as to avoid any delay in the refund, should a refund be applicable.

Please do not hesitate in contacting us should you require any further information.

Kind regards

**Live The City Management Team**