

Notice to Vacate



Please complete this form should you wish to cancel your lease agreement with LIVE THE CITY. Please take note of the terms & conditions listed below.

If you require assistance in completing this application form, please contact 010 054 5490

1. Accommodation

Building..... Unit No.....
Notice date Vacating date.....
Lease start date Lease end date.....
Reason for notice.....
Parking bay No..... (If applicable)

2. Tenant Details

Full Name
ID/Passport No
Contact No
Email

3. Bank Details (Please provide Bank details to avoid delay in refunding your deposit)

Please provide a bank statement or a bank confirmation letter for processing the deposit refund.

Note: Deposit refunds will only be processed on receipt of bank confirmation letter/bank statement.

4. Terms and Conditions

- a. Notice of one calendar month is required for any lease signed with LIVE THE CITY.
- b. Your deposit is refundable within 14 working days provided that:
 - You have signed a move out inspection with the building manager and there are No damages to the unit.
 - Where damages exist, the amount will be deducted from your deposit and it will take 21 working days to process your refund).
 - There are no arrears to your account (where arrears exist, this will be deducted from your deposit)
 - You have served the full term of your lease (a penalty of one month's rent will apply where this is not the case)
- c. The tenant shall vacate the premises together with all belongings & possessions by no later than 12h00 on the last day of the month.

Signature Date (Not valid unless signed)
TENANT

Signature Date (Not valid unless signed)
BUILDING MANAGER