



WITHDRAWAL / AMENDMENT TO VACATE NOTICE

This document must be completed and signed by the legal contractual tenant, where the tenant wishes to withdraw or amend their vacate date as previously notified and submit this form to the customer service.

Tenant Information

Tenant 1 - Full Names ID/Passport Number Contact Number	Lease Expiry Date Previous Vacate Date
Tenant 2 - Full Names ID/Passport Number Contact Number	Do you Wish to: Withdraw on: Amend to:
Building Name Unit Number: Parking Bay Number:	Tenant Code: Email Address: Contact Number(s):

Reason for Amendment / Withdrawal

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Terms and Conditions:

1. If this unit has already been let to another tenant subsequent to your previous notice, the Landlord or its representative can unfortunately not amend/withdraw your vacate date and you will be required to vacate the flat / unit by the original vacate date. Alternative accommodation can be provided within the building or at a different building, subject to availability.
2. Should the above not apply, then:
 - a. The terms and conditions of the lease agreement shall remain binding between the parties, and the rental and charges payable in terms of the lease agreement shall continue to be payable, in terms of the lease agreement, until the amended date or after withdrawal date.
 - b. The account must be settled in full before any amendments can be processed.
 - c. All the cost of relocation will be for the tenant's account and subject to a lease agreement being concluded with the tenant.

Thus, done and signed at on this, theday of..... 202...

.....
Tenant 1 Signature

.....
Tenant 2 Signature

PLEASE NOTE CERTIFIED COPY OF ID / PASSPORT MUST ACCOMPANY THIS DOCUMENT

FOR OFFICE USE ONLY

Tenant Verified?	YES	NO
Is the tenant blacklisted	YES	NO
Tenant's acc balance	CR	DT

CUSTOMER SERVICE DETAILS

Full Names:	
Place of Signature:	
Date:	
Signature	

Tel: 010 203 9275

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