



## STEER & CO DEPOSIT REFUND FORM

COMPLETED AND SIGNED FORM TO BE RETURNED TO STEER & CO EITHER BY FAX: 021-426 1189  
EMAIL: [kim@steer.co.za](mailto:kim@steer.co.za) / [yolanda@steer.co.za](mailto:yolanda@steer.co.za) OR HAND DELIVERY: 4<sup>th</sup> FLOOR, 144 LONGMARKET STREET, CPT

**ONLY LEASEHOLDER IS ALLOWED TO COMPLETE SECTIONS A & B.**  
**PLEASE ENSURE FORMS ARE SUBMITTED IN FULL PRIOR TO YOU VACATING**

### A

LEASEHOLDER NAME: .....

ADDRESS RENTED: .....

DATE VACATED: ..... DATE KEYS RETURNED: .....

### B

#### BANKING DETAILS

#### NEW ADDRESS

ACC NAME: .....

BANK: .....

TEL(H)..... TEL(W).....

BRANCH: .....

CELL ..... E-MAIL .....

BR CODE: .....

ADDRESS.....

ACC NO: .....

TENANTS SIGNATURE.....

### C

#### OFFICE USE ONLY

DATE LEASE COMMENCED: .....

LIABILITY END DATE: .....

INGOING INSPECTION: .....

OUTGOING INSPECTION: .....

RE-LET TO: .....

DATE OF NEW LEASE .....

### D

ARREARS R..... DEPOSIT R.....

INTEREST OPTION ..... INTEREST R.....

ADMIN FEE OPTION ..... ADMIN FEE R.....

ELECTRICITY/SERVICES: R.....

LEASE CANC FEE (IF APPLICABLE): R.....

DAMAGE/CLEANING DEDUCTIONS: R.....

**TOTAL DEDUCTIONS R.....**

**REFUND DUE TO TENANT: R..... EFT PAY DATE .....**

LANDLORD FEE R325.00 (Y/N) .....

**AUTHORISED MANAGER & SIGNATURE .....**

**DATE: .....**

### DEPOSIT

NOTES