

STEER & CO DEPOSIT REFUND FORM

COMPLETED AND SIGNED FORM TO BE RETURNED TO STEER & CO EITHER BY FAX: 021-426 1189

EMAIL: blocks@steer.co.za / singlelets@steer.co.za OR HAND DELIVERY: 4th 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

ACC NAME _____

BANK _____

BRANCH _____

BR CODE _____

ACC NO _____

NEW ADDRESS

TEL(H) _____

TEL(W) _____

CELL _____

E-MAIL _____

ADDRESS _____

TENANTS SIGNATURE _____

Please note that in accordance with the Financial Intelligence Centre Act No.38 of 2001, a bank confirmation letter must accompany this form.

C

OFFICE USE ONLY

DATE LEASE COMMENCED
 LIABILITY END DATE
 INGOING INSPECTION
 OUTGOING INSPECTION
 RE-LET TO
 DATE OF NEW LEASE
 =====

DEPOSIT

NOTES

D

Debit			Credit			
ARREARS ON ACCOUNT			DEPOSIT HELD			
ADMIN FEE OPTION	1	2	DATE DEPOSIT WAS HELD FROM		1900/01/00	
ADMIN FEE	R0,00		DURATION DEPOSIT WAS HELD		0	
LEASE CANCELLATION FEE			INTEREST EARNED		R0,00	
ESTIMATE TO HOLD BACK FOR UTILITIES			ELC	WAT	REF	SEW
TOTAL DEDUCTIONS	R0,00		Amount to be Refunded		R0,00	
SETTLEMENT MUST BE DONE BY			EFT PAY DATE			

LANDLORD FEE R400	Y	N
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AUTHORISED MANAGER & SIGNATURE

DATE: