



NOTICE TO CANCEL LEASE AGREEMENT

Please complete this form should you wish to cancel your lease agreement with Afhco. Please take note of the terms and conditions listed below. **Should you wish to cancel this notice at any stage after completing same, please complete the "Cancellation of Notice" form which you can download from the Afhco website, or obtain from your Building Manager or Customer Services.**

If you require assistance in completing this application form, please contact Customer Services on 08611 23426.

1. ACCOMMODATION

Building: _____ Unit No: _____ Unit Type: _____

Notice Date: _____ Vacating Date: _____

Lease Start Date: _____ (* must be completed)

Reason for notice: _____

Parking Bay No: _____ (If applicable)

2. TENANT DETAILS

First Names: _____

Surname: _____

ID / Passport No: _____

Work Tel No: _____

Cell No: _____

Email: _____

3. BANK DETAILS (PLEASE PROVIDE PROOF OF BANK DETAILS TO AVOID DELAY IN REFUNDING YOUR DEPOSIT)

Bank: _____ Account Name: _____

Branch Name: _____ Branch Code: _____

Account No: _____ Type of Account: _____

4. TERMS AND CONDITIONS

- a. Notice of one calendar month is required for any lease signed before 1 April 2011.
- b. Notice of 20 business days (one month) is required for any lease signed after 1 April 2011.
- c. Your deposit is refundable within 7 working days provided that:
 - a. You have signed the snag move out list
 - b. There are no damages to your unit (where damages exist this can take up to 14 days)
 - c. There are no arrears on your account
 - d. You have served the term of your lease (a penalty will apply where this is not the case)
- d. **ORIGINAL PROOF OF BANKING DETAILS ARE REQUIRED BEFORE REFUNDS WILL BE PAID.**
- e. The tenant shall vacate the premises together with all belongings and possessions by not later than 12h00 on the last day of this lease.

Signature: _____
Tenant

Date: _____ (Not valid unless signed)

Signature: _____
Building Manager

Date: _____ (Not valid unless signed)

Signature: _____
Credit Control

Date: _____

Signature: _____
Debtors

Date: _____