



**NOTICE OF CANCELLATION AND CONSENT TO TRANSFER FUNDS**

Contact our customer service team if you need a bigger or a smaller apartment or prefer a different location. We will assist where possible.

**A. TENANT DETAILS**

**Tenant 1:**

**Tenant 2:** (Only applicable where two tenants signed the lease agreement)

First name(s):.....First name(s): .....

Surname: .....Surname: .....

ID/Passport number: .....ID/Passport number: .....

Tel number: .....Tel number: .....

Cell number: .....Cell number: .....

Email address: .....Email address: .....

**The Tenant(s) as set out in Section A above, or his/her/their duly authorised representative, hereby submits his/her/their notice of cancellation of the lease agreement for the below mentioned flat/unit:**

Building name .....Unit number: .....Date moving out: .....

Forwarding address: .....

Select your preferred refund method: EFT:  Cheque:

**OFFICE USE**

Tenant Code:

Reason for vacate: Work Transfer  Bought own property  Unit too expensive   
Downgrade (Smaller unit)  Upgrade (Larger unit)  Lease cancelled by CPA   
Deceased  Studies ended  Other

**If other provide reason:** .....  
.....  
.....  
.....  
.....

Recommended date: DD/MM/YY Lease expiry date: DD/MM/YY

Parking: CANCEL  RETAIN  N/A

Indefinite lease: YES  NO

Breach due to short notice: YES  NO

Comment: .....

Short notice override: YES  NO

Breach due to lease expiry: YES  NO

Comment: .....

Lease expiry override: YES  NO

Notes Updated: YES  NO   
  
Date: .....  
Completed by: (Customer Service agent stamp)

## B. TRANSFER REFUND TO NEW UNIT

On termination of the lease agreement set out in Section A above, the Tenant(s) or his/her/their duly authorised representative instructs City Property Administration (Pty) Ltd to pay the deposit (or any part thereof) and/or any other credit balance available on the Tenant(s) account to the Landlord of the below mentioned flat/unit, as due and effective payment of any deposit and/or rental due to the Landlord. I/We accept that I/we shall have no further claim against the Landlord and/or City Property in this regard.

Physical address: Building name: ..... Unit number: .....

Lease start date: ..... Questionnaire number: .....

SIGNED at ..... on this ..... day of .....

### AUTHORISED SIGNATORY

1 .....  
FULL NAME IN BLOCK LETTERS (Tenant 1)

1 .....  
SIGNATURE (Tenant 1)

2 .....  
FULL NAME IN BLOCK LETTERS (Tenant 2)

2 .....  
SIGNATURE (Tenant 2)

FOR AND ON BEHALF OF .....  
(Company/Close Corporation/Partnership/Sole Proprietor) who warrants his/her/their authority.

## C. TRANSFER REFUND INTO THE NOMINATED BANK ACCOUNT

### Account holder 1:

The details specified below must be in the account holder's name.

Name and surname of the account holder 1:

.....  
.....

Bank: .....

Account number: .....

Branch: .....

Branch code: .....

Type of account: Current  Transmission  Savings

### Account holder 2:

Name and surname of the account holder 2:

.....  
.....

Bank: .....

Account number: .....

Branch: .....

Branch code: .....

Type of account: Current  Transmission  Savings

A recent bank statement must accompany this form as confirmation of new bank details.

## D. TERMS AND CONDITIONS

On termination of the lease agreement set out in Section A above, the Tenant(s) or his/her/their duly authorised representative instruct(s) City Property Administration (Pty) Ltd to pay the deposit (or any part thereof) and/or any other credit balance available on the Tenant(s) account, as follows:

1. to the Landlord of the new flat/unit, as set out in SECTION B, which payment will be considered as due and effective payment of any deposit and/or rental due in respect of the new lease agreement; and/or
2. in equal shares (if applicable) to the nominated bank account(s) set out in SECTION C, the details of which I/we warrant are correct.

On payment as set out above, I/we accept that I/we shall have no further claim against the Landlord and/or City Property.

I/We acknowledge that payment as set out above will not be made until such time as proof of full payment in respect of the most recent electricity account, together with the proof of a request/notice to the local authority, to disconnect council services timeously is received by the Landlord. This notice shall not relieve the Tenant from its liability in terms of the Tenant's lease agreement as set out in SECTION A.

If this notice is given (a) prior to the lease expiry date or (b) on shorter notice than what is required in terms of the lease agreement, then it is recorded and agreed herewith that, I/we shall be liable for and pay an amount equal to the monthly rental in terms of the lease agreement until the earlier date of either the lease expiry date or the required notice period.

SIGNED at ..... on this ..... day of .....

### AUTHORISED SIGNATORY

1 .....  
FULL NAME IN BLOCK LETTERS (Tenant 1)

1 .....  
SIGNATURE (Tenant 1)

2 .....  
FULL NAME IN BLOCK LETTERS (Tenant 2)

2 .....  
SIGNATURE (Tenant 2)

FOR AND ON BEHALF OF .....  
(Company/Close Corporation/Partnership/Sole Proprietor) who warrants his/her/their authority.

### Accepted by the Landlord:

.....  
LANDLORD (Authorised Agent)

.....  
Date

