

20 June 2020

Ms Kim Maguire

Email: [kimirene@westnet.com.au](mailto:kimirene@westnet.com.au)

Dear Kim,

**Re: LEASE EXPIRY**

**Unit 1/22 WAIKIRI PARADE, KALBARRI WA 6536**

Your current lease agreement for the abovementioned property is due to expire on the **13th October 2020**.

Please complete the advice section below and return via email to [simone.chalmers1@bigpond.com](mailto:simone.chalmers1@bigpond.com) so we know your intentions. Under the conditions of the lease agreement, 30 days' notice needs to be given if you intend to vacate the house.

If it is your intention to renew the lease, please advise your preference for term so we can consider this. Should the lease be renewed, please note that the inspection carried out **Wednesday 8<sup>th</sup> July 2020** will be considered the renewal inspection.

Should you have any queries, please do not hesitate to call us.

Simone and Nathan

Phalanx Pty Ltd

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**PLEASE COMPLETE SIGN AND RETURN**

**Unit 1/22 WAIKIRI PARADE, KALBARRI WA 6536**

- We do / ~~do not~~ wish to renew our Lease Agreement on the above property.
- We hereby tender 30 days' notice on our fixed term Lease Agreement to vacate on \_\_\_\_\_.
- We wish to renew our lease for ~~six (6)~~ / twelve (12) months.

Tenant Signature: 

Date: 22/6/2020

# ROUTINE MAINTENANCE SHEET

## MAINTENANCE

Please list any maintenance items which require our attention:

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## CONTACT DETAILS (if they have changed)

Home Phone: \_\_\_\_\_

Mobile Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Work Phone(s): \_\_\_\_\_

PLEASE LEAVE OUT ON DAY OF INSPECTION FOR COLLECTION.  
THANK YOU.