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19 December 2018

Solevtop Pty Ltd  
PO Box 1811  
OXENFORD QLD 4210

Dear Sir/Madam,

**RE: PROPERTY LEASE – to – PL LEAN  
6/14-16 KOHL STREET, UPPER COOMERA**

Please find attached our bank transfer confirmation of \$4,003.99; as follows representing: -

- Rent deposit of one month of \$2,566.66
- Bond deposit of two months of \$5,133.33
- Less our commission fee invoice of \$3,696.00 – copy attached.

Please be aware that as long as your tenant is up to date with all payments, the Bond amount will need to be reimbursed by you to the tenant on exit.

Could you please forward your tax invoice to your new tenant for their records, and also advise them of your details for all future rental payments.

Yours faithfully

**Tracey Cooper**  
**Financial Controller**

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