



MOVE OUT NOTICE

Date: _____

To: **The Property Management Office**
 One Galle Face

Please be informed that my tenant, _____ will be moving out from
Unit _____ on _____.

For further clarification and information, you may reach me at contact numbers,
_____ or email me at _____.

My authorized representative _____ may also be reached at contact
numbers _____ or send email to _____.

Thank you.

Unit Owner
(Signature over Printed Name)

Authorized Representative
(Signature over Printed Name)

METER READING

Date : _____

KWHR METER

SERIAL NUMBER	INITIAL READING

WATER

SERIAL NUMBER	INITIAL READING

GAS

SERIAL NUMBER	INITIAL READING

Read Prepared by:

Noted by:

Engineering Office

Registered Owner/Representative