|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tenant Full Name** | **Tenant Contact Number** | **Tenant Email Address** | **Previous Property Name (Last checked out property)** | **Room Number/Bed Allocation** | **Checked-out Date** | **Suspended Date** | **Reason for suspension** |
| ${tenantName} | ${tenantContact} | ${tenantEmail} | ${previousPropert} | ${roomNumber} | ${checkedOutDate} | ${suspendedDate} | ${reason} |