Respected Society,

Please note, I wish to put my flat on rent. Please find below the basic information, attached are all the requested forms and documents. Please advise me of next steps.

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| --- | --- |
| Registered flat owner name |  |
| Flat number |  |
| Owner contact number |  |
| Owner alt. contact number |  |
| Tenant name |  |
| Real estate company name |  |
| Broker name |  |
| Broker contact number |  |