

# NOTICE TO VACATE



FROM: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Suite #: \_\_\_\_\_  
\_\_\_\_\_ Building: \_\_\_\_\_

To: BAYSIDE PROPERTY SERVICES LTD.

I/we hereby give notice to vacate Suite # \_\_\_\_\_ ON OR BEFORE 1:00 PM  
ON THE LAST DAY OF \_\_\_\_\_. I/we also give  
permission to show my/our suite between the hours of 9:00 am and 8:00 pm  
to prospective tenants from now to date of termination.

Yours truly,

\_\_\_\_\_  
Tenant(s) signature(s)

Reason for leaving:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete and return to the building manager or BAYSIDE PROPERTY SERVICES LTD.**  
by email to [mail@baysideproperty.com](mailto:mail@baysideproperty.com),  
by fax to 604-430-2698, or by mail to Suite #100-6400 Roberts St, Burnaby, BC V5G 4C9.



# ELEVATOR BOOKING REQUEST FORM

Date of Request: \_\_\_\_\_

Building Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Building Address: \_\_\_\_\_

Name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Details (if applicable): \_\_\_\_\_

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Date Requested: \_\_\_\_\_

Time Frame Requested: \_\_\_\_\_

Please note that your requested move date/time is not officially scheduled until you receive confirmation from your Building Manager.

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**BAYSIDE**  
PROPERTY SERVICES LTD.

# REQUEST TO SCHEDULE MOVE OUT INSPECTION

Tenant Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Building Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) & Time(s) Requested For Move-Out Inspection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We are scheduling a Move Out Condition Inspection with the Building Manager prior to my/our move-out date of \_\_\_\_\_.

Tenant Signature: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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