

Date _____

METER NUMBER: _____

STREET NAME: _____

APARTMENT/HOUSE #: _____

Lights On: Yes No

To whom it may concern:

I write to inform you that the last tenant
Mr./Mrs./Miss _____

moved OUT of the above premises on (M/D/Y) _____.

The new tenant Mr./Mrs./Miss _____

Moved IN on (M/D/Y) _____.

Should you require additional information, please do not hesitate to contact the Landlord
at telephone:

Yours Sincerely,

Landlord Signature_____
PRINT Landlord's Name

Directions to location

*Tenant must bring in either a passport or driver's license along with a National Insurance card (NIB) **and** the lease agreement or 1st & last rent receipt. For Non-Bahamians: all of the above plus a valid **work permit** or **Permanent Residency**.*