19 January 2016

Mr Charles Giordano

07/23 E Street

ESSENDON, 3040

Dear Charlie

**TENANCY OFFER FOR Tenancy Address**

I am pleased to offer the above property and provide you rental and other details as follows:

• Two weeks rent (in advance) $183.75

• Bond $0.00

**• TOTAL REQUIRED TO MOVE IN $**

Please arrange payment of the above amount into the following account:

**……………………………. Account Acct No: ………………………………….**

**Customer Reference Number:**

Once this is completed, please phone or call into the office to make an appointment to finalise all paperwork, including signing of the Tenancy Agreement. A set of keys to your new home will be issued after signing the Tenancy Agreement.

Please ensure when you come in to the office that you have the bank transaction slip or other proof of payment of the required amount shown above.

As rent must be paid in advance you will also need to arrange for weekly rent payments of **$183.75** to commence within the first two weeks of the tenancy.

Please don’t hesitate to contact me if you have any queries.

Yours sincerely

Mike Appell

(Job Title)