

PRINCESS' COTTAGE

Home away from Home

C.S Pur, BBSR.

CLEARANCE FORM

To be filled and signed by boarder

Dear Hostel Superintendent,

Date:

I Miss/Mrs D/W/O..... was staying in the Princess' Cottage since in the room no.....

I had given my one month notice to vacate the hostel on, I have successfully completed my notice period on

I am leaving the hostel permanently on....., I would request you to kindly inspect my room and allow me to leave the hostel.

Signature of the Boarder

To be filled and signed by Hotel Superintendent

Name			
Room No		Joining Month	
Notice Given on		Date of Leaving	
Notice period completed	Yes / No	Extended Days	
Security Deposit			
Electricity Bill Due			
Adjustment if any			
Fine			
For Extended Days			
Refundable			
Receivable			
Remarks			

Certified that she has removed her entire personal luggage from respective room and the information furnished above are true in the best of my knowledge.

Signature of the Hostel Superintendent

Date: