



Stephen Cooke <stevecooke.c@gmail.com>

Notice To Terminate Tenancy Agreement; Cooke @ 18/21 Bar Beach Ave

15 messages

Stephen Cooke <stevecooke.c@gmail.com>

Fri, Dec 2, 2016 at 1:54 PM

To: Shannen King <shannen.king@walkom.com.au>, Heather Cooke <heather111finn@gmail.com>

Hi Shannen,

Please accept this email as our written notice to terminate our tenancy agreement at 18/21 Bar Beach Ave, The Junction, 2291 NSW. Three weeks from today, we will drop off the keys at your office before 4:00pm on December the 23rd 2016.

We have enjoyed our time here in Bar Beach Ave and we thank you for all that you have done for us, we are very happy with service we received from Walkom.

Please advise next steps.

Kind regards,

Stephen Cooke

Shannen Murphy <Shannen.Murphy@walkom.com.au>

Fri, Dec 2, 2016 at 3:24 PM

To: Stephen Cooke <stevecooke.c@gmail.com>, Heather Cooke <heather111finn@gmail.com>

Hi Stephen

Thank you for your vacate Notice

I will post some formal letters today

Best of luck with the move

Glad you had a pleasant Tenancy with Walkoms ☺

Shannen Murphy

Senior Property Manager

Shannen.murphy@walkom.com.au

Office +61 2 4974 8975 | Fax +61 2 4926 2077

443 Hunter St, Newcastle 2300 | PO Box 1799

www.walkom.com.au



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Heather finn <heather111finn@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Stephen Cooke <stevecooke.c@gmail.com>

Mon, Dec 12, 2016 at 8:36 AM

Hi Shannen,

We are looking at getting a bond cleaning including carpet cleaning and garden work when we vacate 18/21 Bar Beach Ave. Is there a certain company that you prefer/recommend to get the best results?

Thanks

Heather Cooke
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Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Heather finn <heather111finn@gmail.com>
Cc: Stephen Cooke <stevecooke.c@gmail.com>

Mon, Dec 12, 2016 at 9:45 AM

Hi Heather

We use Jims Cleaning

Kym from Jims is really good!

If you give her a buzz 0447090546 she will be able to help you

Shannen Murphy

Senior Property Manager

Shannen.murphy@walkom.com.au

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WISHING YOU A VERY MERRY CHRISTMAS

Please be advised that our office will be closed from 4.00pm Friday 23rd December 2016 and will re-open 8.30am 3rd January 2017.



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Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Fri, Jan 6, 2017 at 11:04 AM

Hi Shannen,

I've been by the house and just dropped the keys back at your office. All was there, but I did rearrange the furniture a bit (pictures, vacuum and dresor) back to where it was when we moved in. The grills on the stove were there. I also moved the bins to the front yard, I'll drop by Sunday evening and put them out for pickup and will return them to the yard Monday morning.

Kind regards,

Stephen Cooke
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Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Stephen Cooke <stevecooke.c@gmail.com>
Cc: Heather Cooke <heather111finn@gmail.com>

Fri, Jan 6, 2017 at 11:30 AM

Hi Stephen

Thanks for fixing that up

It is the exhaust covers for the Range hood that were missing (photos attached) so they have now been reinstalled?

Wait to hear

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DSCF7305.jpg
3991K

Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Fri, Jan 6, 2017 at 11:36 AM

Thanks for clarifying Shannen , those were in the laundry room sink (I was wondering what those were...)

Guess I'll have to drop by again for the keys to put that back, are you guys open tomorrow?

Regards,

Stephen Cooke
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Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Stephen Cooke <stevecooke.c@gmail.com>
Cc: Heather Cooke <heather111finn@gmail.com>

Fri, Jan 6, 2017 at 11:39 AM

Hi Stephen

Yes we are open tomorrow till 1pm

Thank you!

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Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Fri, Jan 6, 2017 at 11:41 AM

Sounds good, will drop by tomorrow to take care of that.

Regards,

Stephen
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Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Sat, Jan 7, 2017 at 11:13 AM

Hi Shannen,

Vents have been cleaned and reinstalled. Keys returned.

Kind regards,

Stephen Cooke
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Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Stephen Cooke <stevecooke.c@gmail.com>
Cc: Heather Cooke <heather111finn@gmail.com>

Mon, Jan 9, 2017 at 8:46 AM

Hi Stephen

Excellent thank you !

Where the bins popped out too?

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Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Mon, Jan 9, 2017 at 9:39 AM

Hi Shannen,

I put out the trash bin last night, unfortunately it wasn't recycling night, will have to reheat this next sun evening with just the recycling bin.

I should probably move the trash bin this am back to the garage rather than the front yard, I'll switch g by to pick up the keys.

Regards,

Stephen Cooke

[Quoted text hidden]

Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Stephen Cooke <stevecooke.c@gmail.com>
Cc: Heather Cooke <heather111finn@gmail.com>

Mon, Jan 9, 2017 at 10:42 AM

Hi Stephen

Its ok – you can just leave the empty bins in the front Court yard

It's up to you but no need to lock them back in the garage

I will release your Bond today

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Stephen Cooke <stevecooke.c@gmail.com>
To: Shannen Murphy <Shannen.Murphy@walkom.com.au>
Cc: Heather Cooke <heather111finn@gmail.com>

Mon, Jan 9, 2017 at 11:06 AM

Terrific! Thank you Shannen:)

I put them away anyways, just dropped off the keys. I'll do the recycling for you guys next weekend, same process.

Best Regards,

Stephen Cooke

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Shannen Murphy <Shannen.Murphy@walkom.com.au>
To: Stephen Cooke <stevecooke.c@gmail.com>
Cc: Heather Cooke <heather111finn@gmail.com>

Mon, Jan 9, 2017 at 11:18 AM

Perfect thank you

Shannen Murphy

Senior Property Manager

Shannen.murphy@walkom.com.au

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www.walkom.com.au



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