

VACATING ENVELOPE

Please complete the checklist below and return to our agency on the handover date. Use this envelope to return all keys, remotes to the Property, The completed Exit condition Report and receipts for Pest control, carpet cleaning and pool condition report as applicable.

Rent is calculated up to and including that date when the keys are handed into our agency.

Please record forwarding address and contact details for each Tenant and bank account details for electronic Bond refund disbursements from the RTA



Property Address				
Tenant Action			Office Use	
			Date	Staff
		Premises returned to condition as per Entry Condition Report		
		Exit Condition Report completed and enclosed		
		Premises is securely locked including windows, doors and gates		
		Council rubbish bins are out for collection or empty and cleaned		
		Professional Carpet Cleaning receipt enclosed		
		If Pets at premises -Professional Registered Pest Company's Receipt enclosed for Flea Fumigation		
		If pool at premises and tenant's responsibility Pool Condition Report by professional pool service company is enclosed		
		Completed End of Tenancy Survey enclosed		
		All keys & entry items are enclosed including copies of keys given to friends/ relatives / cleaners		
		Gas bottles removed / refilled as applicable to Agreement		
		All Rent paid to handover/ Vacate date		
If more than 3 tenants attach information on a separate page		Tenant 1	Tenant 2	Tenant 3
Name				
Forwarding Address				
Email Address				
Work Phone Number				
Mobile				
Account Name				
BSB & Account				
Signature				
Date				
OFFICE USE ONLY				
Received	Date:	Time:	Staff:	
COMMENTS				