



Karen Stehr
PROPERTY

Vacating Envelope

Please complete the checklist below and return to our agency on the handover date.

Use the envelope to return all keys for 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 the date when keys are handed into our agency.

TENANT VACATING CHECKLIST

- 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 fumigation enclosed
- If pool at premises - a Pool Condition Report by professional pool service company is enclosed
- Water invoices paid to date if applicable
- All keys and entry access items are enclosed including copies of keys given to friends / relatives / cleaner etc
- Gas bottles removed / refilled as applicable to Agreement



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Vacating Tenant Details

	TENANT 1	TENANT 2	TENANT 3
DATE			
FULL NAME			
EMAIL			
WORK NUMBER			
MOBILE NUMBER			
SIGNATURE			

TENANT 1

Forwarding Address: _____

Bank Account Name: _____ BSB: _____ Acct Number: _____

TENANT 2

Forwarding Address: _____

Bank Account Name: _____ BSB: _____ Acct Number: _____

TENANT 3

Forwarding Address: _____

Bank Account Name: _____ BSB: _____ Acct Number: _____