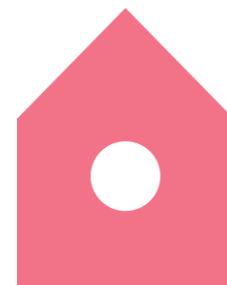


VACATING ENVELOPE



Please complete the checklist below and return to our Agency on the Handover date.

Use the envelope to return all keys to the Property, the completed Residential 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.

Please record forwarding addresses and contact details for each Tenant and also bank account details for electronic Bond refund disbursements from the NSW Fair Trading.

PROPERTY ADDRESS					
Tenant Action				Office Use	
				Date	Staff
<input type="checkbox"/>	Premises returned to condition as per Residential Condition Report				
<input type="checkbox"/>	Cleaning List followed and completed				
<input type="checkbox"/>	Premises is securely locked including windows, doors and gates				
<input type="checkbox"/>	Council rubbish bins are out for collection or empty and cleaned (if applicable)				
<input type="checkbox"/>	Professional Carpet Cleaning receipt enclosed if pets at premises or carpet requires cleaning				
<input type="checkbox"/>	If pets at Premises – Professional Registered Pest company's Receipt enclosed for Flea Fumigation				
<input type="checkbox"/>	Completed End of Tenancy Survey enclosed				
<input type="checkbox"/>	All keys & entry access items are enclosed including copies of keys given to friends / relatives / cleaner etc				
<i>Note: Tenants may request a separate form to provide the following details:</i>	TENANT 1	TENANT 2	TENANT 3		
Full Name/s					
Forwarding address					
Bank Account Account Name: BSB #: Account #: <i>*Please note if you already have a bank account saved with Rental Bonds Online we are unable to overwrite this</i>					
Email address					
Work phone number					
Mobile					
Signature					
Date					
OFFICE USE ONLY					
Date and Time Received	Date:	Time:	Staff:		