

TENANT VACATE DETAILS

Please complete the checklist below and return to our Agency by 5pm on the Handover date.

FINAL CHECKLIST

- Premises returned to condition as per Entry Condition Report.
- Exit Condition Report completed and provided to Agent.
- Premises is securely locked including windows, doors and gates.
- Council rubbish bins are out for collection or empty and cleaned.
- All receipts for any end of tenancy finalisation have been provided to Agent. Example:-
 - Flea Treatment
 - Pool Condition Report
 - Bond Cleaning
- All keys & entry access items have been hand delivered back to Agent.
- Gas bottles removed / refilled as applicable to Agreement

<i>If more than 2 Tenants, attach information on a separate page</i>	TENANT 1	TENANT 2
FULL NAME/S		
FORWARDING ADDRESS		
BANK DETAILS	Name: BSB: ACC:	
EMAIL ADDRESS		
PHONE NUMBER		
SIGNATURE		
DATE		