

# RENTER VACATING CHECKLIST

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Postcode \_\_\_\_\_

Renter Name/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Carpet Steam Cleaning Receipt Provided

Yes  No

Other Receipts Provided

\_\_\_\_\_

Disconnected Utilities

Yes  No

## Office Use Only

Number of items returned by tenant/s

Apartment keys \_\_\_\_\_

Swipe cards \_\_\_\_\_

Mailbox keys \_\_\_\_\_

Garage remote controls \_\_\_\_\_

Car park sticker \_\_\_\_\_

Other \_\_\_\_\_

Keys Photocopied & Signed

Yes  No

Date received \_\_\_\_\_

/ /

Received by \_\_\_\_\_

Redirected Mail

Yes  No

Forwarding Address (if applicable)

Postcode \_\_\_\_\_

List Number of Keys/Items Returned

Apartment keys \_\_\_\_\_

Swipe cards \_\_\_\_\_

Garage remote controls \_\_\_\_\_

Mailbox keys \_\_\_\_\_

Car park sticker (if applicable)

The renters hereby acknowledge the return of the above listed keys, swipes etc. In the event that any of these items have not been returned, Lucas Real Estate have the right to order replacement keys on renters behalf and at renters expense.

Signature/s \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Was a Bond Claim Form given to renter/s

Yes  No

When will it be returned \_\_\_\_\_

Receipts Photocopied & Attached

Yes  No

Comments \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_