

# TENANT VACATING CHECKLIST

Date \_\_\_\_\_  
\_\_\_\_\_

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

Tenant 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 tenants 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 tenants behalf and at tenants expense.

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

Date \_\_\_\_\_

Was a Bond Claim Form given to tenant/s  
Yes  No   
When will it be returned \_\_\_\_\_

Receipts Photocopied & Attached  
Yes  No

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_