

VACATING CHECKLIST



- Please complete the checklist below and return via email reception@valleystateagents.com.au
- Rent is calculated up to and including the date in which the property is handed back to our Agency.
- A final water meter reading will be read (if applicable) to finalise your water usage and an invoice will be provided for payment to be made prior to the bond being released.
- If you are breaking lease, a break lease invoice will be sent to you once you have advised us of an official vacate date. We ask you to pay for this invoice prior to your vacate date.

PROPERTY ADDRESS		
Tenant Action		
<input type="checkbox"/> Premises returned to condition as per Ingoing Residential Condition Report		
<input type="checkbox"/> Premises is securely locked including windows, doors and gates. PLEASE DO NOT LOCK THE SECURITY DOOR		
<input type="checkbox"/> Council rubbish bins are out for collection or empty and cleaned. Please note it is your responsibility to ensure all bins are emptied for the next tenancy.		
<input type="checkbox"/> Professional Carpet Cleaning receipts to be left on the kitchen bench or emailed directly to reception@valleystateagents.com.au		
<input type="checkbox"/> If pets at Premises – Professional Registered Pest company's Receipt enclosed for Flea Fumigation		
<input type="checkbox"/> If pool at Premises and Tenant's responsibility - a Pool Condition Report by professional pool servicing company must be left on the kitchen bench or emailed directly to reception@valleystateagents.com.au		
<input type="checkbox"/> Redirection of all mail to your new premises		
<input type="checkbox"/> All keys & entry access items are left on the kitchen bench. This includes any keys/remotes given to friends / relatives / cleaner etc <input type="checkbox"/> A photo of keys and items must be emailed to reception@valleystateagents.com.au as proof of you vacating the property on your vacate date. If we do not receive the photo, you may be charged additional rent.		
<input type="checkbox"/> Gas bottles removed / refilled as applicable to Agreement – A copy of paid invoice is to be left on the kitchen bench or emailed directly to reception@valleystateagents.com.au to your property manager		
<input type="checkbox"/> Cancel any direct debit for rent you may have in place		
<i>If more than 3 Tenants, attach information on a separate page</i>	TENANT 1	TENANT 2
Full Name/s		
Forwarding address		
Email address		
Work phone number		
Mobile		
Signature		
Date		

**** Please note that by completing the above details, it will speed the process up of the return of your bond ****

**** The bond will be released into the same bank account that you lodged the bond online. If you need to change or check this number, you will need to log into bonds online and make the required changes yourself. ****