

Tenant:

Tenant:

Property:

Property:

Move-out date:

Move-out date:

Exit Checklist

Exit Checklist

- Access for prospective tenants
- Property inspection
- Final rent payment
- Fill out and sign the bond repayment form
- Collect deposit book
- Can all keys be found?
- Contact phone number
- Forwarding address
- Clean and tidy the unit
- Removal of rubbish
- Cancel the phone
- Final power reading
- Anything need repair?
- Check that cupboards and drawers are empty
- Check that the oven and warming drawer are empty
- Oven shelves present?
- Sink plugs present?
- Cut lawns please!
- Recycling bin present?
-
-
-
-

- Access for prospective tenants
- Property inspection
- Final rent payment
- Fill out and sign the bond repayment form
- Collect deposit book
- Can all keys be found?
- Contact phone number
- Forwarding address
- Clean and tidy the unit
- Removal of rubbish
- Cancel the phone
- Final power reading
- Anything need repair?
- Check that cupboards and drawers are empty
- Check that the oven and warming drawer are empty
- Oven shelves present?
- Sink plugs present?
- Cut lawns please!
- Recycling bin present?
-
-
-
-