

Tenant Vacating Form

Tenant(s) Name:

Tenant(s) Phone:

Tenant(s) Email:

Property Address:

Forwarding Address:

Vacating Date:

Property Manager:

Office Use Below

Notices

Receive Vacating Notice

Send Confirmation Of Vacating To The Tenant(s)

Update REST Details (eg. insert vacating date)

Notify Landlord Of Vacating Tenant(s)

Discuss With Owner Advertising, Signboard, Market Rent, Etc

Review / Update

Update Rental Status

Cancel Payment Gateway / Finalise Payment

Collect Tenant(s) Keys And Reconcile Them

Scan Vacancy Documents To fileSMART

File Previous Tenant Files In Vacating/Dead Section

Inspection

Pair Ingoing Inspection To Outgoing Inspection

Complete Outgoing Inspection

Inform Landlord Of Maintenance / Renovation

Arrange Cleaning And Other Maintenance

Bond / Key

Refund / Claim Rental Bond

Bond Number:

Bond Amount:

Breaking Lease: Yes / No

Invoices In Rest: Yes / No

Rent Due To:

Rent Owning: \$

Key Return Date:

Claim Description

Description	Claim Amount
Cleaning Invoice	\$
Rent Arrears	\$
Water Usage (If Applicable)	\$
	\$
	\$
	\$
Claim Total	\$