Ray White

Annandale | Leichhardt | Newtown | Stanmore

TENANT KEY RETURN FORM

Please bring this sheet filled out when you return keys (on your vacate date) if you do not wish to be present at the final inspection. Otherwise please have the form filled in and provide to the agent at the final inspection where an appointment has been arranged

Date _____

Property Address _____

Name _____

Phone Number _____

Forwarding Address _____

_____

Bank Account details for bond (optional)

Account number: _____
BSB : _____
Account name: _____
Bank : _____

CARPETS STEAM CLEANED: **YES / NO**
COMPANY NAME AND PHONE NUMBER _____

GENERAL CLEANER USED: **YES / NO**
COMPANY USED AND PHONE NUMBER _____

UTILITY ACCOUNTS CLOSED: **YES / NO**

Energy Australia	131 535
Telstra	132 200
AGL Gas Company	131 606
Optus	1800 500 500

DO YOU CURRENTLY PAY WATER USAGE? **YES / NO**
If yes, have you tampered with, altered or removed the water efficiency devices currently installed in the property? **YES / NO**

Alarm Code If Applicable _____

Mail Redirection arranged **YES / NO**

All Keys and / or remotes returned **YES /NO**
(including window keys, letterbox keys, garage keys, security swipes

Advantage card cancelled **YES /NO**

Property Manager _____

Thank you and all the best with your new home
Please return keys to Ray White Newtown
Newtown office: 168 Missenden Road, Newtown Ph: 9565 5833