

**IAN HUTCHISON REAL ESTATE**  
**VACATE FORM**

**NAME:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

**DATE TO VACATE:** \_\_\_\_\_

**NUMBER OF KEYS RETURNED:** \_\_\_\_\_

**FORWARDING ADDRESS:** \_\_\_\_\_

(Please be aware as per Residential Tenancies Act 1987, Section 53.3 –  
Failure to notify the owner of your forwarding address or postal address may incur a penalty of \$1000).

**HOME PHONE:** \_\_\_\_\_

**WORK PHONE:** \_\_\_\_\_

**MOBILE:** \_\_\_\_\_

We the undersigned on behalf of ALL occupants to the property under this tenancy hereby warrant that we have returned all keys plus copies of any keys to the property that we have had cut, remote control handsets and any security swipe cards relevant to the premises. We acknowledge that we are responsible for the costs of any keys, remotes and security swipe cards, provided to us on the commencement and/or during our tenancy, that are not returned or returned damaged.

\*\* Please be advised if you provide a carpet cleaning receipt by a contractor **not** approved by our office, the carpets will be cleaned again at your expense.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(Must be signed by all tenants)

**OFFICE USE ONLY**

**UNFURNISHED**

**Carpets Cleaned**                      **YES / NO**                      **Receipt YES / NO**

**FURNISHED**

**Prof. Cleaned**                      **YES / NO**                      **Receipt YES / NO**

**Carpets Cleaned**                      **YES / NO**                      **Receipt YES / NO**

**Dry-Clean Linen**                      **YES / NO**                      **Receipt YES / NO**

**\*\* TAKE A PHOTOCOPY OF RETURNED KEYS AND ASK TENANT TO SIGN \*\***

**O/S MONEY**                      **YES / NO**                      **Paid**                      **YES / NO**

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_

## **PROPERTY VACATION GUIDE FULLY FURNISHED & EQUIPPED PROPERTIES**

We provide this comprehensive guide to assist you in performing all necessary tasks prior to vacating and returning possession of the property to Ian Hutchison Real Estate. All cleaning, repairs and reinstatement works must be completed prior to the nominated vacate date and to a professional standard. Failure to do so will result in works being carried out and the amount deducted from your bond.

### **VACATING CHECKLIST**

- As per your lease agreement, all carpets are to be professionally cleaned by a contractor to be approved by the agent. Our preferred contractor is:  
**KARPET KARE – 0407 910 621**
- As per your lease agreement, the property is to be professionally cleaned and all linen is to be professionally laundered and pressed by a contractor approved by the agent. Our preferred contractor is:  
**KAREN'S HOME DETAILING SERVICE – 0419 953 316**
- Furniture is to be left in a clean condition and professionally cleaned if necessary.
- Fly screens to be taken down, dusted, washed and replaced.
- Cobwebs to be removed internally and externally.
- Lawns to be mowed, edges trimmed, leaves raked up and removed if applicable.
- Flower beds and garden areas are to be trimmed and weeded, with all leaves and clippings to be removed if applicable.
- No cigarette butts or any other rubbish is to be left in or about the property.
- Driveways, carports and all concrete areas to be free from oil and grease stains.
- All items on inventory must be accounted for if applicable.