



Property Manager _____

Property Address _____

Date _____ Lease Break Yes No

Tenant/s _____

Forwarding Address _____

Contact No's (B) _____ (A/H) _____ (Mob) _____

Email Address _____

Bank Details for Bond Refund (Bank) _____ (BSB) _____

(Account Number) _____ (Account Name) _____

Date keys returned _____ Alarm _____ Code _____

Steam cleaning receipt Yes No Remotes returned Yes No

Office Use Only

14/21 Day Notice Expiry Date _____ Lease Expires _____

Rent Paid To _____ Rent \$ _____ PCM /PF

Security Deposit Held

Less Deductions

Rent due ____ / ____ / ____ to ____ / ____ / ____ _____

Advertising _____ _____

Letting Fee _____ _____

Cleaning _____ _____

Repairs _____ _____

Other _____ _____

Total Deductions \$ _____

Balance Owing \$ _____

Rent Overpaid

Rent due ____ / ____ / ____ to ____ / ____ / ____ \$ _____

NOTES: Keys to be put in envelope and stapled to this sheet and given to the relevant property manager