

**Tenancy Details**

Property Address:	
Name of Tenant(s):	
Name of Property Manager:	

**Please fill out the following:**

Date keys returned:	
Date rent due to:	
Tenant's forwarding address:	
Tenant phone number(s):	
Tenant email:	
Gas company:	
Electrical company:	
Phone company:	
Have carpets been steam cleaned? (If yes, please provide a receipt)	Yes                  No
Has pest control been done? (If yes, please provide a receipt)	Yes                  No

**Bond Break-up (OFFICE USE ONLY)**

Rent:		Rental Bond No.:	
Water:		Bond Lodged:	
Carpet Cleaning:		Less Claim:	
General Clean:		Refund:	
Damages:		Date Claim Sent:	
Repairs:		Completed By:	
Locks:			
Windows/Glass:			
Other:			
Total:			

Notes:

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