



## Vacating Tenant Checklist and Rental Bond Disbursement Summary

Property: \_\_\_\_\_

Tenants Name(s): \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Landlord's Name(s): \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Vacating date:     ___/___/___       | <input type="checkbox"/> Tenant letter sent     Yes/No ___/___/___   |
| <input type="checkbox"/> Date Notice received     ___/___/___ | <input type="checkbox"/> Landlord letter sent     Yes/No ___/___/___ |
| <input type="checkbox"/> Correct notice given?     Yes/No     | <input type="checkbox"/> Pre-vac inspection     Yes/No ___/___/___   |
| <input type="checkbox"/> Lease expiry date     ___/___/___    | <input type="checkbox"/> Advertised on net     Yes/No ___/___/___    |
| <input type="checkbox"/> Advertised paper     ___/___/___     | <input type="checkbox"/> Updated in computer     Yes/No ___/___/___  |
| <input type="checkbox"/> Rent paid to:     ___/___/___        | <input type="checkbox"/> Date relet     ___/___/___                  |
| <input type="checkbox"/> Rent to vacate     \$_____           | <input type="checkbox"/> Date keys returned     ___/___/___          |
| <input type="checkbox"/> Final Inspection     ___/___/___     | <input type="checkbox"/>   |
| <input type="checkbox"/> Current rent     \$_____pw           | <input type="checkbox"/> Rental bond amount     \$_____              |
| <input type="checkbox"/> New rent     \$_____pw               | <input type="checkbox"/> Rental Bond no.     _____                   |

Cleaning & repair \_\_\_\_\_ \$ \_\_\_\_\_

Deductions \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Rent owing from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Letting fee (if applicable) \$ \_\_\_\_\_

Advertising (if applicable) \$ \_\_\_\_\_

Water usage charges (if applicable) \$ \_\_\_\_\_

Key cutting (if applicable) \$ \_\_\_\_\_

Court costs (if applicable) \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total deductions** \$ \_\_\_\_\_

**Balance to tenant** \$ \_\_\_\_\_

Landlord advised of results Of final inspection     ___/___/___	Tenants advised of results of final inspection     ___/___/___
Bond claim sent to RTA     ___/___/___	Tenants details recorded on TICA (if applicable)     ___/___/___
Received refund cheque     ___/___/___	Computer updated     ___/___/___
Amount: \$_____	Landlord reimbursed (if applicable) ___/___/___
Receipt no: _____	
Marked as inactive in Console     ___/___/___	Documents filed & archived     ___/___/___