**Move Out Checklist**

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| --- | --- |
| **Tenant Name:** |  |
| **Address:** |  |
|  |  |
| **Date Moved Out:** |  |

|  |  |  |
| --- | --- | --- |
| **Date** | **Method(email, text, verbal, etc)** | **Description** |
|  |  | Notice Given to Move Out |
|  |  | Date moving out |
|  |  | Cleaning Checklist given |
|  |  | Final Inspection Date |
|  |  | Keys received |
|  |  | Bond Refund Form Signed and filled out |
|  |  | Bond Refund Form sent to Tenancy Services |
|  |  | Confirmation of Bond being Received |
|  |  | Bond money paid into my/tenants account |

**Forwarding address for Mail:**

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|  |

**Checklist Complete/date:**