

<input type="checkbox"/>	Sign & send or Receive	Intention to Vacate letter and notice (coming soon)	or	<input type="checkbox"/>	Record	File Note
Termination notice (see Moving Out for notice period)						
<input type="checkbox"/>	4 weeks prior	Cancel automatic rent payments				
<input type="checkbox"/>	Request	Rent record in writing s. 37 of the Act (receive within 7 days)		<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	2 weeks prior	Cancel and reconnect Electricity, Internet/Telephone, Pay TV etc		<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	1 week prior	Check smoke alarms		<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	Request receipts	Bond clean Carpets Pest control	<input type="checkbox"/>	Evidence is required to prove the property was cleaned to the required standard listed on your tenancy agreement. Pest control is required if you have pets approved. You are not required to leave the property in better condition than it was received.		
<input type="checkbox"/>	View entry pictures	Remind yourself how the property was received.	<input type="checkbox"/>	Note on final inspection: if the landlord permits you the opportunity to remedy any issues, make sure they provide a detailed list. Complete everything on this list and remember the landlord can not re-inspect and then find new issues.		
<input type="checkbox"/>	Return	Keys and devices s. 51(3) of the Act	<input type="checkbox"/>	Generate	Keys Returned Receipt Aussie Renters	<input type="checkbox"/> Record File Note
<input type="checkbox"/>	Inspect	You must be given reasonable opportunity to be present during the final inspection. s. 29(4) of the Act (equivalent of 2 weeks)	<input type="checkbox"/>	Generate		<input type="checkbox"/> Record File Note
<input type="checkbox"/>	Sign	Refund of Bond Money Form s. 159 of the Act (Never sign an incomplete form)	<input type="checkbox"/>			
<input type="checkbox"/>	Receive	Refund of bond money s. 167 of the Act	<input type="checkbox"/>			
<input type="checkbox"/>	Lodge form	Claim for rental bonds s. 163 of the Act (immediately with ALL signatures)	<input type="checkbox"/>	Receive	Bond refund unless disputed. Notice will be sent to the other party. s. 164 of the Act (given 14 days to respond)	<input type="checkbox"/> Record File Note
			<input type="checkbox"/>	Generate	Bond refund note Aussie Renters	<input type="checkbox"/> Record File Note
The tenant must leave the property and inclusions , as nearly as possible, in the same condition, fair wear and tear excepted. The tenant must not intentionally or negligently cause or permit any damage . Claim notice to be given to the other party. Notice to tenants of claims against tenants . Matter that may be subject of rent bond claim .						
<input type="checkbox"/>	Scan	All documents and save them electronically (on your computer - use our TERMS folders) Link all scanned or electronically received documents to your master File Note Register		<input type="checkbox"/>	Record	File Note