



Queensland Checklist - Exit



Residential Tenancies and Rooming Accommodation Act 2008 (QLD)
Residential Tenancies and Rooming Accommodation Regulation 2009

<input type="checkbox"/>	Sign & send or Receive	Intention to Vacate letter and notice or Termination notice (see Moving out for notice period)	<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	4 weeks prior	Cancel automatic rent payments			
<input type="checkbox"/>	Request	Rent payment record in writing s. 88(7) 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 lessor permits you the opportunity to remedy any issues, make sure they provide a detailed list. Complete everything on this list and remember the landlord cannot re-inspect and then find new issues.
<input type="checkbox"/>	Complete and Return	Exit Condition Report (Form 14a) s. 66 of the Act (complete and give to lessor with keys)	<input type="checkbox"/>	Receive	Signed Exit Condition Report (Form 14a) by all parties from lessor s. 66 of the Act
<input type="checkbox"/>	Return	Keys and devices s. 188 of the Act	<input type="checkbox"/>	Generate	Keys Returned Receipt Aussie Renters TERMS App
<input type="checkbox"/>	Sign	Refund of rental bond (Form 4) s. 125(1) of the Act (Never sign an incomplete form)	<input type="checkbox"/>	Receive	
<input type="checkbox"/>	Lodge form	Claim rental bond money s. 125 of the Act (immediately with ALL signatures)	<input type="checkbox"/>	Receive	Payment where no dispute s. 141 of the Act Disputed - notice will be sent to the other party. s. 136 of the Act (given 14 days to respond)
<input type="checkbox"/>			<input type="checkbox"/>	Generate	Bond refund note Aussie Renters TERMS App
<input type="checkbox"/>	Lodge application	QCAT Application for minor civil dispute - residential tenancy dispute QCAT Application for waiver of fee by reason of financial hardship QCAT Fees and allowances	<input type="checkbox"/>	Receive	QCAT Residential tenancy disputes QCAT Going to the Tribunal
		<p>The tenant must leave the property and inclusions, as far as possible, left in the same condition they were in at the start of the tenancy, fair wear and tear excepted. The tenant must not maliciously damage, or allow someone else to maliciously damage. The authority must give written notice of the application to the interested person. Functions of conciliators. The tenant must prepare, in the approved form, a condition report for the premises and any inclusions.</p>			
<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