



# Victoria Checklist - Exit

Residential Tenancies Act 1997 (VIC)  
Residential Tenancies Regulations 2019 (VIC)



<input type="checkbox"/>	Sign & send or Receive	Intention to Vacate letter and notice to leave or Termination notice (see <a href="#">Moving out</a> for notice period)	<input type="checkbox"/>	Record	File Note
<input type="checkbox"/>	4 weeks prior	Cancel automatic rent payments			
<input type="checkbox"/>	Request	Record of rent payment record in writing <a href="#">s. 43(2A) of the Act</a> (receive within 5 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 residential rental agreement. 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 residential rental provider 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	Exit Condition Report (complete for your records)	<input type="checkbox"/>	Receive	Signed Exit Condition Report by all parties from residential rental provider (request in writing if not received)
<input type="checkbox"/>	Return	Keys and devices	<input type="checkbox"/>	Generate	Keys returned receipt
<input type="checkbox"/>	Sign	<a href="#">RTBA Online</a> (Never sign an incomplete form)	<input type="checkbox"/>	Receive	
<input type="checkbox"/>	Lodge form	Claim rental bond money <a href="#">s. 411 of the Act</a> (immediately with ALL signatures)	<input type="checkbox"/>	Receive	Payment where no dispute <a href="#">s. 411AC of the Act</a>
<input type="checkbox"/>			<input type="checkbox"/>	Generate	Bond refund notes
<input type="checkbox"/>	Lodge application	VCAT <a href="#">Application</a> for minor civil dispute - residential tenancy dispute VCAT <a href="#">fee relief</a> by reason of financial hardship VCAT <a href="#">Fees and allowances</a>	<input type="checkbox"/>	Receive	VCAT <a href="#">Residential tenancies</a> <a href="#">What VCAT does</a>
		A renter must keep the rented premises in a reasonably clean condition except to the extent that the landlord is responsible under the tenancy agreement for keeping the premises in that condition. A renter must avoid damage to premises or common areas taking care to avoid damaging the rented premises and take reasonable care to avoid damaging the common areas.			
<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