

This form is to be filled out after a tenant has vacated the premises and is returning the keys

Personal Information

Tenant Name:		
Property Address:		
Phone Number:		
Email Address:		
Forwarding Address:		
Reason For Vacating:	_____	

<input type="checkbox"/> I acknowledge that rent is payable until WHC received the keys.		
Is the property clean and free of any damage? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/> I understand that Women's Housing Company will undertake any required cleaning, waste removal, and repairs, and will notify me of any related charges.		
<input type="checkbox"/> I understand that WHC will contact me about my bond and any end-of-tenancy costs. This will be completed following the end of tenancy inspection, and once any additional costs have been finalised.		
Please provide your bank details below so we can process any refunds relating to your bond and/or account credits.		
Please note that all centrepay deductions will be canceled by WHC once you have handed back the keys to the property		
Name:	BSB:	Account No:
Signed By Tenant:		
Name:		Date: