

Receipt of Keys



**BIRRIBEE
HOUSING**

Tenant Name:			
Property Address			
Contact No.		Email	
Forwarding Address:			
Reason for Vacating:			
Date Keys Returned & Property Vacated			

Is the property clean and free of any damage? **Yes** **No**

Has a Rubbish Collection been scheduled? **Yes** **No** **If yes, collection date** ___ / ___ / ___.

I understand that Birribee Housing will carry out any cleaning, rubbish removal and repairs as required. Birribee Housing will advise of any costs associated **I agree.**

I give permission for Birribee Housing to remove and dispose of any goods left at the property and I understand this will incur a cost which will be passed on to me **Yes** **No**

If I do not give permission, Birribee Housing will dispose of any perishable items and manage any other possessions as per the Uncollected Goods Act 1995 (Fact sheet provided) **I agree.**

Rent paid to Date	Rent balance as at today	Non-rent balance as at today	Statements given to Tenant. Yes <input type="checkbox"/> No <input type="checkbox"/>
In the case of a refund, my bank account details are:		Name:	
		BSB:	ACC No:

I have cancelled my Centrepay **Yes** **No**

Signed by tenant:

X _____

Date: _____

Birribee Housing Representative Signed by: X _____ Date _____	Entered in Zavanti: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Copy of keys attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Copy of ROK given to Tenant: Yes <input type="checkbox"/> No <input type="checkbox"/>