

END OF TENANCY CHECKLIST

I told my landlord or agent in writing that I want to end the tenancy and I gave them the correct amount of notice, **or**

I have agreed an end date for the tenancy with my landlord in writing, **or**

I have been given a valid notice to vacate from my landlord or their agent, **or**

ACAT has made an order to end the tenancy.

I have removed all my belongings and made sure the property is in substantially the same state of cleanliness and repair as it was when I moved in (fair wear and tear excepted).

If I have made any [changes to the property](#) ('modifications'): I have agreed with my landlord on whether I need to undo the modifications or whether they can remain.

The [final inspection](#) has been done in my presence (unless I agreed otherwise)

> I have signed the final condition report based on the inspection (indicating clearly if I disagree with any aspects of it and I have photos of anything I do not agree with)

> I have returned all my keys and any other security devices (such as garage door openers).

My landlord, co-tenant(s) and I have discussed the approach we will take to the bond ([see below for options](#)).

My contact details (and those of my co-tenant(s)) are up to date with the [Office of Rental Bonds](#) at the ACT Revenue Office so they can contact me/us about the bond.

I have arranged for final meter readings and for accounts for [utilities](#) connected in my name to be closed on the date I leave the property.

I have changed my mailing address and/or arranged a mail redirection.

I have advised my landlord or agent of my forwarding address.

RETURN OF BOND OPTIONS

At the end of the tenancy you, your co-tenant(s) (if there are any) and your landlord must determine an approach to the bond. Options for this are outlined below. See the information on [return of bond](#) for more detail.

My landlord has confirmed within 3 days of final inspection that the bond will be refunded in full and I have provided bank account details to them or to the ACT Revenue Office at rb@act.gov.au.

OR

My landlord has provided an **itemised list and costs** for claiming part of the bond within 10 days of the final inspection. **I agree** with the landlord and have provided my bank details to my landlord or to rb@act.gov.au for the bond to be returned to me.

OR

My landlord has provided an **itemised list and costs** for claiming part of the bond, within 10 days of the final inspection. **I do not agree** with the landlord claiming part of the bond and have sent a refund form to rb@act.gov.au as soon as possible.

OR

My landlord requested the refund of the bond be paid to them and the rental bonds office has requested I tell them whether I agree or dispute the claim made by my landlord.

I have replied within 14 days to rb@act.gov.au indicating whether or not I agree with the claim the landlord has made.

I understand that if I **do not** respond to the ACT Revenue Office within 14 days, the ACT Revenue Office will pay out the bond as requested by the landlord.

I understand that if I dispute the landlord's claim then it will be referred to ACAT for resolution.

Note: A different process will apply if you are living in a share house as a [co-tenant](#) who is leaving a tenancy while your fellow co-tenants remain in the property and continue the tenancy agreement. See the section on [bonds in share houses](#) for more information.