



BOUTIQUE
ESTATE AGENCY

VACATING FORM

Date: ____ / ____ / ____

Tenant Name: _____

Property Address: _____

Vacating Date: ____ / ____ / ____ at ____ AM/PM

Keys Returned (number of sets): _____

Remote Controls Returned (number of sets): _____

Alarm Code: _____

Forwarding Address: _____

Mobile: _____

Email: _____

Notes on Property: _____

Tenant Signature: _____

Note: All cleaning receipts must be present when returning keys.