

Returning Keys and Bond form

Please return this form with all of your keys to the office by 5.00pm on your last day or as otherwise arranged with your portfolio manager.



We appreciate that you may require your bond refund as quickly as possible. To expedite this, kindly complete all details below.

Date: _____

Property: _____

Tenant/s: _____

Phone numbers: _____

Forwarding Address: _____

Bank Account: _____
(Note: bond can only be returned to the one account)

Account Name: _____
Account No: _____
BSB: _____
Bank: _____

Please complete the following details and provide relevant receipts for services used.

Professionally cleaned?	<input type="checkbox"/>	Company used: Phone number:
Carpets professionally steam cleaned?	<input type="checkbox"/>	Company used: Phone number:
Alarm?	<input type="checkbox"/>	Code:
If pets at the property, fumigation complete?	<input type="checkbox"/>	Company used: Phone number:
Home phone line disconnected?	<input type="checkbox"/>	Previous number:

Notes about the property: _____

Thank you for being clients of Latham Cusack Property Services. Please feel free to contact us in the future if we can be of any assistance.