Hi Ben and Jess,

It's sad to hear you're leaving but I wish you all the best in your new house.

I confirm your vacate date of the 9th of February 2015.

Your balance of rent owing upto and including the 9th of February is $950. (this amount includes any rent you have paid in advance)

You're not allowed (it's illegal) to use the bond to pay the rent. So to avoid issues when you move out please make the payment asap. This means that will be the last rent payment you make!

I want you to get your full bond back, so I have attached a checklist of things to do before moving out. This includes carpet cleaning. This is really handy so print this out and put it on your fridge.

Can you please also walk around the house and write down any things that need my attention. I have attached a Repairs & Maintenance request form for you to write them down and send back to me. This would include things like leaking taps or loose towel rail for example. If something that is your responsibility (like a small hole in the wall from a fast opening a door) you can write them down with a note that you'll fix it.

After you move out, I will be doing the final outgoing inspection which means I'll be checking to make sure the house is in the same condition as it was when you first moved in. (taking into account normal wear and tear of course). If you would like to join me, please let me know. Otherwise I will complete it on my own and get back to you with anything that needs your attention before the bond is refunded.

Your original ingoing inspection is also attached so that you can use to check off after you have moved out as a final check to ensure the property was as you found it.

I hope all this helps you get all of your bond back in full, as I know how frustrating this time can be as a tenant.

One last thing, can you please email me your forwarding address?

So to recap, here's what you need to do today or tomorrow:

1. Make the final payment of rent

2. Print out Moving Out Checklist of things to do before moving out

3. Complete the Repairs & Maintenance request form and send it back to me

4. Email me your forwarding address

Please call me anytime if you have any questions.

Thank you.

Michael Gilbert