

## Tenant Check Out

### **Need to know how and when you'll get your deposit back ?**

1. Let us know as soon as you can exactly when you will have the property vacant and keys returned to Clarke's. The sooner we booked the Check Out Inspection the sooner we can process your deposit repayment. **Remember, we can only do the Inspection when you've returned your keys.**
2. Please advise us of your forwarding address (this is for any post-tenancy correspondence including information about your deposit) and any new email address or phone numbers.
3. **Before you leave**, look at your inventory – you need to return the property to at least the same condition as you received it. Also look at your Tenancy Agreement, you maybe required to professionally clean the property.
4. Even minor repairs, damage or cleaning can cause significant delays – **we can help arrange repairs before you leave so you get your deposit back sooner.**
5. The Check Out Inspection will be one visit (approx. 1 hour) to compare the vacated property against the originally Inventory when you moved in. Notes and photographs will be taken. **A report will be issued to you and the landlord.**
6. Previous Inspection Visits and Reports will also be reviewed and your rent account will also be reviewed.
7. If there are any charges to be taken from your deposit, for repairs or unpaid late rent charges then these will be **itemized and you will be notified in writing.**
8. Your deposit is protected by the DPS and we will input our authorization details to the DPS release the Deposit to you (less any proposed deductions if applicable).
9. **In order to receive your deposit you must input your authorization details to the DPS and your bank details. The funds should be in your account within 5 days of this.**