## Moving out Checklist

Below is a checklist for the Local Accommodation Committee (LAC) representative or Principal to complete detailing the required forms and steps to vacate a tenant. This includes departmental processes and legislative requirements.

This should be read in conjunction with the [Teacher housing procedure](https://ppr.qed.qld.gov.au/pp/teacher-housing-procedure) and [Teacher housing policy](https://ppr.qed.qld.gov.au/pp/teacher-housing-policy). Refer to [Managing teacher housing in your location](https://ppr.qed.qld.gov.au/attachment/managing-teacher-housing-in-your-location-guide.pdf) for support.

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| Name of tenant: |  |
| Address: |  |

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| **No.** | **Item** | **Completed (Date)** |
| **1.** | **Notice**  LAC issued a [Notice to leave RTA Form 12](https://www.rta.qld.gov.au/Forms-and-publications/Forms/Forms-for-general-tenancies); **OR**  A tenant has provided a [Notice of intention to leave RTA Form 13](https://www.rta.qld.gov.au/sites/default/files/2020-12/Form_13_Notice_of_intention_to_leave_v17_Dec20.pdf) | / /  / / |
| **2.** | [**Exit Condition Report RTA Form 14a**](https://www.rta.qld.gov.au/Forms-and-publications/Forms/Forms-for-general-tenancies)  Provided to tenant  Received from tenant  (It is recommended that the exit inspection is completed together – inform tenant if the LAC has a set date and time for inspections). | / /  / / |
| **3.** | **Keys** received from tenant (refer to key register and make sure tenant has returned all keys including any addition keys cut by the tenant) | / / |
| **4.** | **Property inspected**  Return a completed signed copy of the Exit condition report to the tenant within 3 business days | / /  / / |
| **5.** | Agreement reached regarding any remediation / repairs | / /  N/A |
| **6.** | **Utilities**  Inform sole tenants that they need to disconnect any accounts they may have set up for the property  If multi-tenanted property to be vacant for an extended period, submit the [Electricity request form](https://intranet.qed.qld.gov.au/Services/facilities/asset-management/employee-housing/Pages/resources.aspx) (DoE employees only) to cease account. | / /  / / |
| **7.** | [**EA1 - Authority to start or cease rental payment by payroll deduction**](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/EA1-tenancyadviceandauthorityforrentalpaymentdeductions.docx) (DoE employees only)  Provided to tenant  Completed and signed form forwarded to Tenancy and Leasing, ISD. | / /  / / |

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| LAC Representative: |  |
| Date completed: | **/      /** |
| Signature: |  |