



CHECK OUT FORM

Tenant Name : _____

Address : _____

Date of Check Out : _____

Check-Out Checklist and Condition Report

This section documents the condition of the property and items at the time of check-out. It is crucial to compare this with the **Move-In Condition Report** (to be attached to the Tenancy Agreement) to assess any changes beyond **fair wear and tear**.

Item	Comments	Check
Keys	<input type="checkbox"/> Main Door <input type="checkbox"/> Room Key (s) <input type="checkbox"/> Table Key(s) <input type="checkbox"/> Wardrobe key(s)	
Access Card		
Move-out Notice (1)	2 months	
Room Condition		
Unauthorised Pet/Occupants		
Deposit	Returned by <input type="checkbox"/> Cheque* <input type="checkbox"/> Bank Transfer/Paynow* <input type="checkbox"/> Cash	

Security Deposit Return Policy

Deposit Amount: S\$ _____

The security deposit will be returned to the tenant within **seven (7) working days** from the official check-out date, provided all conditions below are met. This timeframe is in line with common practices in Singapore.

Signed By tenant: _____



Conditions for Full Deposit Return:

- 1 All keys and access cards are returned to COZYHOUZ HOMESTAY.
- 2 The property is vacated in a clean and tidy condition, similar to the move-in condition, accounting for **fair wear and tear**.
- 3 No outstanding rent or other payments.
- 4 No damage to the property or its contents beyond **fair wear and tear**.
- 5 All personal belongings have been removed from the premises.
- 6 Tenant has provided the required notice period as per the Tenancy Agreement (1).

Deductions from Security Deposit

Deductions may be made from the security deposit for the following reasons, strictly in accordance with the Tenancy Agreement and Singapore law:

- **Unpaid Rent or Utilities:** Any outstanding rent, or other charges agreed upon in the Tenancy Agreement.
- **Damage Beyond Fair Wear and Tear:** Costs for repairing damage to the property or its contents caused by the tenant's negligence, misuse, or wilful act. This explicitly excludes **fair wear and tear**.
- **Cleaning Costs:** If the property is not returned in a reasonably clean condition, professional cleaning costs may be deducted.
- **Replacement of Missing Items:** Cost of replacing any items listed in the inventory that are missing or irreparably damaged (beyond fair wear and tear).
- **Breach of Tenancy Agreement:** Costs incurred due to other breaches of the Tenancy Agreement, such as unauthorized pets or occupants, or insufficient notice period as detailed below.

*Cheque and Bank transfer for Singapore local bank only. Deposit will be returned in SGD.

(1)

Notice > than 2 months	Full refundable deposit
< 2 months and > 1 month	1 month deposit
Break the contract/less than 1 month	2 months deposit

For Official Use only
Received By :
Date