



**Link
Wentworth**
Providing homes, building futures.

Receipt of Keys

This form is to be completed when a tenant has vacated and is returning the keys

Tenant Name:				
Property Address:				
Mobile No.		Other No.		
Email Address:				
Forwarding Address				
Relationship to head tenant (if applicable)				
Reason for Vacating:	<input type="checkbox"/> Private Rental	<input type="checkbox"/> Purchased Property	<input type="checkbox"/> Transfer	<input type="checkbox"/> NCAT Order
	<input type="checkbox"/> End of Transitional	<input type="checkbox"/> Termination Order	<input type="checkbox"/> Deceased	<input type="checkbox"/> Other
<input type="checkbox"/>	I understand I may be required to pay rent up to the end of the notice period if keys are returned earlier and/or if no notice is given			
<input type="checkbox"/>	I would	<input type="checkbox"/>	would not	like to attend the outgoing inspection?
Is the property clean and free of any damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Has a Rubbish Collection been scheduled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If Yes please advise the date of collection _____				
<input type="checkbox"/>	I understand that Link Wentworth will carry out any cleaning, rubbish removal and repairs as required. Link Wentworth will advise of any costs associated.			
<i>Link Wentworth will dispose of any perishable items and manage any other possessions as per the Uncollected Goods Act 1995</i>				
I have cancelled my Centrepay	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
I will be contacted by my TM to discuss my bond and any end of tenancy charges that may be applicable. An appointment will be scheduled with my TM after the outgoing inspection once any charges have been assessed.				
In the case of my bond or any credits being refunded, my bank account details are:				
Name:	BSB:	ACCOUNT No:		
Signed by Tenant:				
Name:		Date:		



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OFFICE USE ONLY: (Tenancy to complete)

Outgoing Inspection Scheduled	Date:
	Time:
	<input type="checkbox"/> Inspection invite sent to Tenancy Manager
Rent Details Given to tenant	<input type="checkbox"/> Balances explained
	<input type="checkbox"/> Copy of statements given to tenant
Keys received	<input type="checkbox"/> Keys photocopied
	<input type="checkbox"/> Tenant has signed copy
	<input type="checkbox"/> Keys returned to storage
System	<input type="checkbox"/> Note of return of keys entered in MRI



Goods left behind

As a tenant you have rights under the Residential Tenancies Act 2010 and Residential Tenancies Regulation 2019. This factsheet outlines the law in NSW about goods left behind on rented premises – there are rules about how the landlord may dispose of goods you leave behind, and what notice they need to give you before disposal.

Landlord may dispose of goods left behind

If you leave goods behind on the premises at the end of your tenancy, the landlord/agent may dispose of them after giving you correct notice.

The end of your tenancy means you have given the landlord vacant possession of the premises (you have moved out and returned the keys).

The rules about goods left behind also apply if you have abandoned the premises (e.g. you leave and stop paying rent without notice to the landlord).

The Residential Tenancies Act 2010 no longer regulates goods left behind. The Uncollected Goods Act 1995 sets out the process that a landlord/agent must follow when dealing with goods left behind including how they may dispose of them.

Types of goods

'Goods' includes:

- Low, medium and high value goods
- Personal documents
- Perishable goods and rubbish

The landlord/agent may dispose of perishable goods or rubbish at any time without notice.

Personal documents include:

- a birth certificate, passport or other identity document
- bank books, financial statements or documents
- photographs and other personal memorabilia
- licences or other documents conferring authorities, rights or qualifications.

Notice of disposal

The landlord/agent must give you notice that, unless you claim them, they will be disposed of. The form and period of notice varies depending on the value of the goods. See the table below for details.

Landlords may move or store any and all uncollected goods. Except for personal documents, landlords may charge you their expenses in dealing with uncollected goods.

Claiming goods before disposal

You (or another person entitled to them) may collect the goods from the landlord/agent at any mutually agreed time.

Write to the landlord/agent to claim the goods and to arrange a time to collect them. Include times and dates when you are available and give the landlord/agent a date by which to respond.

Ensure that you are available to collect the goods at the arranged time and have the means to do so.

Motor vehicles

Motor vehicles cannot be disposed of without certification that they are not stolen or encumbered by debt. Otherwise, motor vehicles are dealt with according to their value, like other goods.

Keeping records of goods

Landlords must make detailed records of goods disposed of except perishable goods or rubbish. See the table at the end of this factsheet for how long records have to be kept.



Money from sale of goods

If sale of goods obtains more than the landlords expenses the excess money must be given to Revenue NSW. It will then be dealt with according to the Unclaimed Moneys Act 1995.

Purchasers obtain good title to goods despite non-compliance with the Uncollected Goods Act or problems with who owned the goods.

Type of goods, notices and disposal

Goods type	Notice form	Notice time	Disposal	Records kept
Perishable and rubbish	Nil	Nil	Yes	No
Low value: Less than \$1K	Oral	14 days	Appropriate manner	Yes - 12 months
Medium value: \$1K to less than \$20K	Written	28 days	Public auction or private sale	Yes - 6 years
High value: \$20K and over	Nil*	Nil*	Per Tribunal orders only *	Yes - 6 years
Personal documents	Writing	28 days	To the issuer or secure disposal	Yes - 6 years

*Notice will be the Notice of Hearing from the Tribunal

Disputes about goods left behind

Landlords and tenants can apply to the Tribunal about goods left behind. The Tribunal can make various orders about:

- Removal and disposal
- Notice of action or proposed action
- Sale and manner of sale of goods
- Payment of money from sale
- Compensation for unlawful disposal or damage
- Delivery up of goods
- Ancillary matters (e.g. payment of expenses)

Time limits apply; do not delay. Consult your local Tenants Advice and Advocacy Service if you need to apply to the Tribunal.

See also

- Factsheet 09: You want to leave
- Factsheet 10: Landlord ends agreement
- Factsheet 11: NSW Civil and Administrative Tribunal.
- Factsheet 12: Domestic violence
- Factsheet 15: Share housing