

Vacating Procedure

The following information has been prepared to assist you when vacating the property.

Please note that we cannot carry out the final inspection until all belongings have been removed and all sets of keys are returned to our office. Failure to do so will result in additional days rent being charged.

Below is a checklist to assist you with preparing for your move:

- Notify your building manager or caretaker of your intention to vacate
- Ensure that our office has your new forwarding address and phone number.
- **Leave Air-conditioner remotes/heater remotes on the kitchen bench**
- Arrange disconnection of your telephone, internet and gas supply.
- Please arrange disconnection of your electricity for 3 days after your vacate date so that there is power for the cleaner.
- Re-direct all mail to your new address.

Attendance to the following matters prior to our inspection will save considerable time and prevent unnecessary delays in the return of your bond:

- Ensure the property is left in a very clean and tidy condition throughout and that carpets are professionally cleaned. It is recommended that you use Sebastian from Solid Clean to complete the Vacate Clean. His contact number is 0401 010 991. Please provide us with a copy of the cleaning receipt when returning the keys.
- All cupboards, shelves, drawers and benches to be cleaned.
- Walls, skirting boards and doors to be cleaned of all marks.
- Stove, griller, oven and exhaust fans (including the bathroom exhaust) will need to be cleaned
- Windows and sills to be cleaned inside and outside where possible.
- Any furniture, curtains or other items included with the property to be returned to original positions.
- Clean venetian blinds and wash curtains.
- All garbage, bottles and rubbish to be removed from the premises.
- The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
- Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
- Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

We wish you all the best with your move and should we be able to assist you with future rental properties please do not hesitate to contact our office.

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