

VACATING GUIDE

The following information has been prepared to assist you when vacating the property. We ask that you attend to the following items prior to the final inspection. This will assist you in receiving your bond refund without delay.

- The property is left in a very clean and tidy condition throughout.
- All hard floors to be vacuumed & mopped, & all carpets to be vacuumed & professionally cleaned.
- Stove, oven, griller, drip trays, and range hood to be cleaned and grease-free.
- Exhaust fans to be removed and cleaned. Air vents to be dusted and cleaned.
- Windows, tracks, and windowsills to be cleaned inside and out.
- All cupboards and drawers to be cleaned inside and out and free of grime & marks.
- All marks to be removed from walls, skirting boards and picture rails to be dusted, and swipe marks from cleaning products to be rinsed off.
- All light fittings to be cleaned. Report any globes that aren't in working order to your PM.
- Drapes / curtains / blinds / venetians to be cleaned according to cleaning instructions.
- Cobwebs inside and outside to be removed.
- Lawns to be mowed and edges to be trimmed. Leaves raked up and removed if applicable.
- Flower beds, gardens, and pebble or paved areas to be weeded.
- No cigarette butts or rubbish to be left in garden, garage or about the property.
- Pay particular attention to bathrooms: toilets, shower recesses, and bathroom cabinets.
- Shower recess and bath to be scrubbed and free of soap scum, residue, and mould. Shower screen to be cleaned. Shower curtain to be replaced (if applicable). Toilets - clean thoroughly & disinfect all over.
- Kitchen & laundry benchtops and sinks should be clean and free of grime & marks.
- Drains in wet areas should be free of hair and gunk.
- Driveways, carports, garages and all concrete areas to be left free from oil and grease stains.
- Garage, carport, verandahs, patio, paths to be swept.
- Place household rubbish in correct & appropriate bins ready for Council collection, ideally so that bins are empty by your vacate date if possible.
- All inventory items to be accounted for.
- The premises are to be treated for fleas internally and externally by a professional pest control company if an animal has been maintained at the property, and a receipt provided to the office on vacating.
- Damage to the property during occupancy must be repaired prior to the final inspection. Please contact the office before repairs are carried out. If repairs are not done to our satisfaction, a professional tradesperson will rectify the job at the expense of the tenant.
- Report any maintenance.

If the above items are not completed satisfactorily, you may be subject to a re-inspection of your property at a later date.

If applicable, a final water meter reading will be taken at the final inspection and your final water usage will be calculated. This invoice must be paid before your bond is released.

We ask that, before the final inspection, you:

- Advise our office of your new forwarding address and phone number.
- Pay your rent until the vacating date.
- Return all keys to this office including letterbox keys.
- Please note that rent is due and payable until all keys are returned.
- Arrange disconnection of your telephone, electricity and gas supply, and rental payments.
- Re-direct mail to your new address.