

TENANT VACATING INFORMATION SHEET

To ensure a smooth transition during the vacating process, we have taken the time to prepare this vacating sheet listing important information to assist you.

FORWARDING ADDRESS

When giving notice it is important that you provide our office with your forwarding address. If you are unsure of your new forwarding address, we suggest that you provide a temporary c/- address.

PAYMENT OF RENT

It is important that you continue to pay rent until the date of vacant possession. You cannot utilise your bond to offset rental payments. Failure to pay rent will be recorded on your file, which could jeopardise your ability to secure a rental property in the future.

CONDITION REPORT

We draw your attention to the original Condition Report that was completed at the commencement of the tenancy, and request that you peruse this document as a reminder of the condition of the property when your tenancy commenced.

FINAL INSPECTION CLEANING GUIDE

To avoid cleaning charges and unnecessary deductions from your bond, we draw your attention to the attached final inspection guide so you can ensure that the following items are attended to before vacating the property and returning the keys to our office.

FINAL INSPECTION

Following vacant possession of the property, a member of our team will visit the property to carry out a final inspection to enable the bond to be refunded. If you would like to be present at this inspection, please contact our office to be updated on the inspection time or refer to the enclosed Final Inspection Notice (if app.).

CLEANING OR REPAIRS REQUIRED

If cleaning or repairs are required following the final inspection you may be given the opportunity to visit the property to rectify the items. It is important to note that this will be dependent on the time frame of the new tenant entering the property. If you cannot attend to the cleaning and repairs within our reasonable time frame, we will arrange for the work to be undertaken and deduct the costs from your bond. In accordance with legislation requirements we will forward a copy of all costs deducted from the bond within seven days. For this reason, it is important that you carefully clean and rectify any property damage prior to the vacant possession date.

CARPET CLEANING

If pets have been kept on the premises, then you are required to professionally clean the carpets and present a carpet cleaning receipt to our office upon vacating. We also recommend that you clean the carpets if they are soiled or marked or they are not nearly as possible in the same condition (fair wear and tear excepted) as at the commencement of the tenancy.

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PEST CONTROL

If pets have been kept on the premises, then you must have the property professionally pest controlled for fleas inside and out and present a receipt to our office upon vacating.

LIGHT GLOBES

In accordance with your tenancy agreement, it is the tenant's responsibility to replace light globes and batteries for smoke detectors on the residential premises. To avoid unnecessary costs in replacing these, we recommend that you take the time to check all lights and batteries to smoke detectors to ensure that they are working prior to vacating.

REDIRECTION OF MAIL

It is important not to forget to redirect your mail. You can obtain these forms from your local *Australian Post Office*.

DISCONNECTION OF UTILITIES

Ensure that you disconnect or transfer all utilities to the property, including the telephone, Internet, electricity and gas (if app.).

PROPERTIES WITH POOLS

If your property has a pool, please contact our office to discuss the date that you will be disconnecting the electricity to enable our office to make arrangements (if necessary) to re-connect the electricity to ensure that the pool filter system continues to operate.

RECOMMENDED CLEANING AND MAINTENANCE SERVICE PROVIDERS

If you require the services of a cleaner or handyman to assist with preparing the property for the final inspection, please contact us for our recommended creditors details.

BOND REFUND

Once we have conducted the final inspection we will be in a position to finalise the bond. It is important that all tenants who signed the original bond lodgement form are present to sign the bond refund form. Failure to have all signatures present will result in bond delays.

WE ARE HERE TO HELP

If you have any concerns or questions relating to the vacating process, please feel welcome to contact our office and speak with a member of our property management team.