



Tenant Vacating Checklist

You are required to hand all keys, remotes, swipe cards etc into our office by 4.30pm on the date you are vacating and provide a carpet cleaning receipt from a professional company. If keys are not returned on your vacate date, you will be charged rent up to the day the keys are returned.

The bond inspection will be conducted after you have returned the keys and the condition of your property will be compared to the Property Condition Report provided to you upon commencement of your tenancy. To avoid delays in the release of your bond or deductions from your bond, please read through the attached property condition report and ensure you present the property as per the report. We will then contact you if there are any problems with the property and organise the bond to be finalised.

Please see below a checklist of common areas tenants tend to forget:
(Please note that this is only a guide)

- Exhaust fans; ceiling fans and covers
- Tops of wardrobes and door frames, any cobwebs to cornices
- Window & Door tracks & glass plus curtains and/or blinds
- Dust light fittings and replace any globes
- Oven, cook top & range hood inside and outside and also around and under knobs and gas or electric burners
- Carpets vacuumed and cleaned including under and around furniture
- All personal items removed & all rubbish removed and disposed off
- Replace batteries in all remotes
- All walls to be washed with sugar soap and all marks to be removed
- All furniture to be cleaned and vacuumed under cushions
- All linen to be washed and beds re-made neatly. Unused linen to be folded and stored in the appropriate room as per the Property Condition Report
- All skirting boards to be dusted, including behind furniture

If you wish to organise for the property to be professionally cleaned, then we recommend:

- Aussie Clean - 9455 1655 or 0466 359 066

Carpets must be cleaned by a professional carpet cleaner and receipt of this being carried out provided to the agent upon vacating, we recommend:

- Aussie Clean - 9455 1655 or 0466 359 066
- Ultraclean Carpet Cleaning 0400 612 220 or 0400 612 222

PLEASE NOTE: RENT WILL NOT BE DEDUCTED FROM THE BOND. It is an offence under Section 52 of the Residential Tenancy Act 1987 to fail or refuse to pay rent under an agreement with the intention that the amount of such rent to be recovered by the owner from the security bond paid by the tenant (**PENALTY \$1000**).

Please make sure that you notify these agencies that you are moving:

Alinta Gas

Synergy

Telstra / Other Provider

Please also ensure that your mail is redirected to your new address!

Australia Post offers a redirection service to forward your mail onto your new address if you require this.

Please contact your Property Manager if you have any further queries regarding the vacating procedure.