

ON VACATING

Allow approx 1 hour to complete the Exit Condition Report with the Property Manager

- Remember, this needs to be done when the carpet is at least reasonably dry.
- **the dwelling must be completely empty.**

Make an appointment with the Property Manager to complete this report and fill in and sign the Bond Refund documents

- The Bond Refund form will not be completed until the final inspection is carried out. Rent is payable until the handover date or until all the keys are returned - the owner is entitled to seek compensation for loss of rent for the period of time if cleaning or repairs are required.

The handover of keys signifies the end of the tenancy and if any work is required to be carried out, it will be by our tradespeople and charged to you. No repair work can be carried out by you, after the handover of the keys.

The RTA will transfer your bond refund to your nominated bank account.

CLEANING CHECK LIST

1. Wall oven, oven racks, griller and trays must be cleaned. Oven dishes should be left in the oven. (Mr Muscle or similar will assist) Check correct light bulb is fitted and working.
2. Ceramic Glass Hotplate is to be clean and free from stains. (Cerapol Glass Ceramic Hotplate Cleaner or similar is recommended – no abrasive material to be used)
3. Range hood, including filters to be cleaned. (Place the filter in the dishwasher on its own and put through a cycle.) Check correct light bulb is fitted and working in the rangehood.
4. Clean dishwasher and garbage disposal, including door rubbers and filters.
5. Bath, showers, shower screens, washbasins, laundry tub, and toilets to be cleaned, disinfected and free from soap residue and mould.
6. Clean all benches and tiled areas.
7. Clean all mirrors.
8. Ceiling fans to be cleaned.
9. Verticals must be cleaned of any marks or grease and in good working order. All vertical chains must be unbroken (available from the office).
10. Marks to be removed from all walls, including garage.
11. All wardrobes, cupboards and draws to be cleaned and empty. Cutlery insert in kitchen draw to be clean and left in draw.
12. Light fittings and light switches to be cleaned and all globes are to be of the correct type and in working order.
13. All windows and glass sliding doors to be cleaned inside and out.
14. Clean all windows and door screens - any damage, even minor means that the mesh will need to be replaced. (Do not replace these until all animals have been removed from the premises – if they are damaged again before vacating it is still at your expense)- These need to be replaced in a professional manner (you can obtain a quote from the property Manager)
15. Clean all door and window tracks.
16. Clean all window ledges, shelves, benches, skirting boards and doors.

17. Carpets are to be cleaned by a professional, reputable carpet cleaner authorised by the Property Manager and receipts provided to the office.
18. Cobwebs to be removed from inside and outside the premises.
19. Garage automatic opener light in working order.
20. Wheelie bins to be emptied, cleaned and disinfected prior to vacating. Excess rubbish (non-food items) may be disposed of at the rubbish transfer station free of charge.
21. Pet-damage to lawns and gardens must be repaired and all droppings removed.
22. Clean garage and garage door. Hose garage floor and driveway and remove oil and grease stains.
23. Any items that have been broken or damaged are to be repaired or replaced in a professional manner. All repairs should be carried out by a suitably qualified tradesperson. (A quote can be obtained through the Property Manager – it may be cheaper to use their tradespeople)
24. Where an animal is permitted at the premises, upon vacating, an Interior Flea control is to be carried out by a professional approved by the Property Manager. (This is usually the carpet cleaner after the carpets have been cleaned)
25. Should animal urine be discovered in the carpet or underlay, it may be necessary for it to be replaced at your cost.
26. An interior Pest Control is to be completed by a professional approved by the Property Manager and is to be carried out after the carpets have been cleaned.
27. All traces of cigarette odour and nicotine stains to be removed completely from the premises.
28. All stickers/magnets that have been attached to any surface must be removed, and if the paint is damaged due to the removal of these stickers, the ceiling or walls may require painting in a professional manner at your expense. (Touch up painting can be quoted through the Property Manager – it is usually cheaper than buying the paint)
29. The dwelling will not be considered vacated until all keys and garage remote controls are returned, and rent will continue to be charged until then. Any keys cut during tenancy must be handed in on vacating.

Most items needed for repairs can be organised through the Property Manager.

Should you decide to use your own tradespeople, including carpet, pest control, and cleaners, please note, that any problems with the work will have to be rectified between you and the tradesman before handover. Please make sure that your tradesman have ABN numbers and write out a Tax Invoice. Copies of all receipts are to be provided to the Property Manager.

Should the exit condition report reveal a discrepancy with regard to cleanliness or damage, this will be charged to yourselves. These charges can be avoided by having an early exit report completed, allowing time to rectify the problems. Once the keys are handed in, this is no longer an option. Rent may be charged until the property is returned to an acceptable state.

As per the Residential Tenancy Act, the tenant/s forwarding address is required.

Disputes over bonds are referred to either mediation at the RTA or directly to the Small Claims Tribunal. Extra charges may be incurred if the matter is heard at the Small Claims Tribunal.

SOME HELPFUL HINTS WHEN MOVING

Do not forget to arrange to have your telephone and power disconnected at vacating.

Did you consider that getting a professional to clean the premises you are vacating may make your move so much easier. Contact the Property Manager for the cost before you decide. You may be pleasantly surprised.

Notify **your change of address** to:

- Post Office for mail redirection
- Your bank
- Electoral Roll
- Department of Transport, for car licence and registration papers
- Taxation Department
- Hire Purchase Company
- Insurance Company, to transfer your contents insurance
- Life Assurance Company
- Car Insurance Company
- Health Insurance Company
- The Principal of your children's school (and ask for a letter from him regarding the status of your children in school)
- Lodges, benefits and other societies
- Club membership secretaries
- Publications to which you subscribe
- Stores where you have accounts
- Relatives, friends and regular correspondents
- Social security and government departments, advising them where to send payments
- Solicitors
- Church

COSTS TO ALLOW FOR WHEN VACATING:

Outstanding Rent should be paid prior to vacating

Any charges if you have broken your lease

Carpet Cleaning

Pest Control

Flea Treatment (if you have had a pet on the premises)

Cleaning (optional)

Excess Water

Any repairs or replacements for damage caused during your tenancy. (Don't panic, these things happen – but it may be cheaper to contact the Property Manager for a quote before getting an outside contractor)

Key and garage remote control replacement if you have lost or misplaced them - the Property Manager can organise this for you.

REMEMBER: The Property Manager is only too pleased to help if you have any queries.

If we can help you save money and us time, we will.

Phone the office: 0409 899957 or 55 755 958