



Vacating Checklist

It is your duty as the outgoing tenant to ensure the property is returned to the owner in the same condition it was handed to you at the commencement of your tenancy. Failure to clean the premises properly can result in costs incurred to you and deductions from your bond.

Your ingoing condition report and photos are the primary documents used to compare the condition of the property on departure, to that of when you entered the property.

If the condition report was not returned to our office within 3 days of being issued at the commencement of your tenancy, the original report on file with our office, will be used.

If an item needs attention, you will be given 2 days (48 hours), where possible, to remedy the issue, after which time, a professional cleaner/tradesperson will be employed and the cost(s) deducted from your bond.

Once you have advised our office, in writing, of your intention to vacate, the property manager will inform you of the time and date for final inspection. You do not have to be present at this inspection, but we strongly recommend you attend.

We aim to process your bond refund as quickly as possible.

The below checklist and information will assist you in preparing to vacate the premises:

- Arrange to have the telephone/internet disconnected
- Disconnect the electricity, gas and Foxtel from your name (electricity must be on for the final inspection)
- Have your mail redirected and supply us with a forwarding address
- All keys / remotes must be returned to our office no later than the vacate date
- Pay rent up until the vacating date. Rent is charged until all keys are handed back to our office
- Cancel all direct debit rental payments
- Check your lease agreement. Are there any special conditions which apply to you?
- Organise removalist
- Organise a flea spray if you have had a pet at the property - receipt must be provided
- Organise carpet cleaners - receipt must be provided
- Clean windows or arrange a window cleaner