

Vacating a property

Guidelines

It is recommended that this document be read as soon as possible as it may assist you in the return of your Bond and provides a guideline to the process and timeframes involved when you vacate a property. The timeframes and guidelines provided have been taken from the Legislation governing Residential Tenancies in New South Wales. If you have any questions, please contact NSW Fair Trading on 13 32 20 or visit their website fairtrading.nsw.gov.au.

Rent Payments

Under the Residential Tenancies Act, rent is to be paid to the Agency up to and including the day you vacate and handover keys to the Property.

Please do not stop paying rent and assume that this amount will be deducted from your Bond as the Bond is NOT to be used for rent payments. If required, the Bond may be used for costs associated with returning the Property back to the way it was at the start of the Tenancy, except for fair wear and tear.

At the vacate inspection, return all keys and documents to the supplied Agency before 5pm.

Vacate Inspection & handover

Please see attached a cleaning checklist to help you prepare for your vacate inspection and handover.

We recommend the following companies to assist:

Cleaner	Carpet	Gardener	Pest Control
24 Hour Cleaning & Maintenance Lisa 0412 638 757	Guy Marks Carpet & Flooring 02 4988 6644 0412 609 649	On Point Garden & Maintenance Murray 0490 159 224	Geoff Ellefsen Remedy Pest Control 0466 111 741

It is recommended that you attend the vacate inspection with the property manager. Please contact your property manager to arrange a mutually suitable time.

At the inspection, your property manager will crosscheck and compare the current state of the property with the original Residential Ingoing Condition Report. We recommend conducting your own check against the ingoing condition report prior to the vacate inspection, to ensure you and the property are prepared.

If further items require attention, we are not required to give you the opportunity to return and rectify the items yourself. Your property manager can arrange cleaning/repairs as required at your expense.

Pets

If you have had pets at the property, you are responsible to have the carpets professionally cleaned and a professional flea treatment carried out. Supply of invoice as proof of cleaning and flea treatment is required to be provided – this is a clause within the lease. Please see the above recommendation for carpet cleaning.

Your bond

Once the vacate inspection has been completed and your tenancy finalised including all payments, your bond will be released.

Cancellation of services

We recommend you arrange cancellation of any services e.g. electricity, gas, telephone and arrange for a redirection of your mail.

Cleaning Checklist

This checklist is to assist you maximise your Bond Refund.

Definition of 'Clean': free from dirt, marks or stains.

Important note: DO NOT PAINT OR PATCH any part of the property at any time. Should you feel this is required, please talk to your property manager.

General

- ☐ Vacuum and clean all sliding doors and window tracks.
- ☐ Sweep and/or mop all non-carpeted floors, removing any marks.
- ☐ Carpets are to be left in the same condition as marked on the original Residential Ingoing Condition Report allowing for fair wear and tear. If required, carpets are to be professionally cleaned.
- ☐ Clean light fittings - gently remove light fittings and clean.
- ☐ Clean marks off walls, ceilings and light switches.
- ☐ Clean skirting boards, windows including frames, sills and tracks, above cupboards, picture rails, architraves and both sides of all doors, all other fittings, and insect/security screens etc.
- ☐ Clean curtains and blinds.
- ☐ Clean in wardrobes, shelves, drawers and mirrored doors.
- ☐ Remove scuff marks.
- ☐ Remove all cobwebs and insect marks and nests.

Kitchen

- ☐ Clean inside and outside of all cupboards and draws.
- ☐ Clean insides, outside and around stove.
- ☐ Clean inside and outside of oven, grill, doors, trays, racks, glass.
- ☐ Clean inside, outside and behind refrigerator, dishwasher and microwave spaces.
- ☐ Clean sink, especially drain holes, drainers and tap area.
- ☐ Clean range-hood exhaust and filter - filter can be removed and cleaned.

Laundry

- ☐ Clean behind, inside and around washing machine space.
- ☐ Clean equipment and filters if applicable.
- ☐ Clean inside, outside and behind dryer. Remove lint.
- ☐ Clean inside, outside and around laundry tub cabinets, shelves, drawers, tapware.

Air Conditioning & Fans

- ☐ Clean all air conditioner units and filters.
- ☐ Clean all ceiling fans, dusting and wiping each blade.

Bathroom

- ☐ Clean all walls, floors, mirrors and windows and window tracks.
- ☐ Ensure any mould build up is treated and removed.
- ☐ Clean insides and outside all cupboards and drawers.
- ☐ Clean toilets.
- ☐ Clean drains in shower and bath of hair and soap build up.
- ☐ Shower curtain washed with bleach or replace if applicable.

Garage, Carport & Driveway

- ☐ Sweep out and remove any oil residue from concrete, pavers, paths and driveways.
- ☐ Place council bins out on footpath for next collection.
- ☐ Close and lock garage doors, if applicable.

Veranda, Decks, Outdoor Areas

- ☐ Sweep and mop, clean railings, glass and light fittings.
- ☐ Remove all cobwebs etc.

Gardens, Lawns & Pools

- ☐ Mow lawn, trim all edges, weed gardens, general garden tidy, remove all rubbish.
- ☐ Return pool to condition as per condition report to start of the Tenancy.
- ☐ Do not leave any items or rubbish out on the nature strip after your lease end date. Council collection should be arranged for prior to your vacate date.