

THE PROPERTY EXCHANGE VACATING TIPS & PROCESS

Most disputes and problems arise from misunderstandings about the final bond inspection process. To avoid unpleasantness for all parties, it is important that you carry out what is required of you when vacating the property prior to returning the keys and to understand the process thereafter in finalising your bond refund.

1. We recommend that you take a moment to refresh your memory by reading through your Property Condition Report prior to vacating. We remind you, as per Part A of your Residential Tenancy Agreement, this report will be used to compare the condition of the property at the beginning of the tenancy to how it is returned at the end of the tenancy.

Carpet

- Carpets to be professionally steam cleaned and provide our office a copy of the receipt

Cleaning List

Exterior

- Garden beds - remove all weeds
- Paved areas - remove all weeds
- Lawns – mow and edge
- Leaf debris - remove all
- Pruning – bushes and creepers
- Sweep all paved and concrete areas
- External light fittings and power points – wipe over / clean
- Pool – remove and leaf debris

Throughout the property:

- Light switches – clean / wipe over
- Power points – clean / wipe over
- Skirting boards – clean / wipe over
- Walls – clean / wipe over remove and scuff marks
- Light fittings – clean / wipe over
- Globes – replace any blown globes
- Exhaust fans/covers – clean / wipe over
- Ceiling fans – clean / wipe over
- Windows – clean / wipe over
- Window tracks – clean / wipe over
- Doors (internal and external) – clean / wipe over
- Door frames – clean / wipe over
- Sliding door tracks – clean / wipe over
- Venetian blinds – clean / wipe over
- Floor coverings – clean discoloured grout
- Air conditioners – clean / wipe over covers and clean filter
- Remotes – clean / wipe over
- Toilets - remove any staining to the bowl and clean undersides of the lid and outside
- Dryer – clean filter and wipe front and inside

Kitchen

- Pantry, cupboards and drawers – clean / wipe over internally
- Doors to pantry, cupboards and drawers – clean / wipe over
- Splash back - clean
- Splashback/tile grout – clean any discoloured grout
- Oven – clean door, glass, racks, internally and externally
- Stove top – clean dials and top
- Rangehood – clean and remove greasy residue and clean the top side
- Sink and taps – remove grime build up

Bathroom

- Vanity cupboards and drawers – clean / wipe over internally
- Doors to vanity cupboards and drawers – clean / wipe over
- Tiles and tile grout – clean any discolouration, mould and built up soap scum residue
- Shower glass - remove water staining, mould and built up soap scum
- Exhaust Fans - clean
- Mirrors - clean
- Towel rails – wipe over / clean
- Toilet roll holders – wipe over / clean
- Top edges of tiled areas – wipe over

Furnished and/or Equipped Properties

- Go through inventory – ensure quantity of items match exactly
- Linen – wash and leave folded
- Kitchen – wash all utensils, crockery and kitchenware
- Mattresses – professionally steam cleaned and provide receipt to office
- Fridges / washing machines – cleaned and wiped inside and out

Reminders

- Disconnect services in your name – Gas / Electricity / Home Phone / Foxtel
 - Cancel rental payments when rent paid to vacate date
 - Mail redirection
2. Please endeavour to return all keys / remotes during office hour on your vacating date. We do have an afterhours chute in the bottom of the office's front door – however please leave the keys, your name, forwarding address and carpet receipt in an envelope if using the chute. We remind you that rent will be charged up until and including the day that all keys / remotes are returned to our office.
 3. Once you have vacated and keys / remotes returned, your Property Manager will be in touch to advise when the bond inspection will be completed – generally the next business day.
 4. After completing the bond inspection we will advise you of any discrepancies. As we must relet the property as soon as possible, please keep in mind that it may not be practical for you to revisit the property to rectify any areas that we have noted from your Property Condition Report from the beginning of the Tenancy. An updated copy of the Property Condition Report will be sent to you within fourteen (14) days of vacating.
 5. Once any accounts have been received including a final water meter reading a Bond Statement as well as the Bond Disposal Form will be posted to the forwarding address that you have provided. The Bond Disposal Form requires all signatures that are currently lodged with the Bond Administrator. Once signed, return to our office, where we will lodge the Bond Disposal Form with the Bond Administrator. Depending on the Bond Administrator disbursement can take from three (3) to eight (8) weeks. They can be contacted directly on 9282 0829 and quote your Bond Reference Number.

We thank you for your attention to the above items and look forward to a smooth finalisation of your tenancy.

Should you have any further queries, please do not hesitate to contact our Property Management Team on 08 6380 2200.