



FAIRLIGHT'S REAL ESTATE AGENT SINCE 1997

- ▲ Sales & Marketing
- ▲ Property Management
- ▲ Residential & Corporate Rental
- ▲ Mortgages & Insurance

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## Tips On Vacating

We take this opportunity to provide you with some information on how to vacate a rental property in such a way as to recover your bond and to ensure you can rely on receiving a favorable reference at a future date.

We note this is a generic document and not all properties are the same; nevertheless, we suggest you to read this document thoroughly, even though some of the items may not be relevant to you or the property you rent.

Use this document as a checklist. If there are aspects where you are uncertain, we refer you to the "Condition Report" and "The Renting Guide" issued to you at the commencement of your lease. Failing this, contact me on 0412 226 722; my phone is manned 24 hours either by myself or my paging service - so just hold on and your call will be answered. Remember to leave a return number if you go through to my paging service.

It is the responsibility of the outgoing tenant to ensure the property is returned to the owner or their agent in the same condition as it was handed over to you at the commencement of the lease and all outstanding monies are paid up to date. We request these duties be attended to in order that no delay occurs in the processing of your bond and out of respect for the incoming tenant who may be moving in immediately after you vacate.

Should any of the conditions outlined below not be fulfilled, you are deemed to still be in occupancy of the property and as such rent will continue to be charged at a daily rate until such time as an inspection can be completed during normal office business hours.

### Recommended Tradespeople

Throughout this document we provide names and contact numbers of tradespeople we contract for a variety of services. We do this in order to assist you and are pleased to recommend these tradespeople and only do so as we have found their work to be satisfactory. Nevertheless, it is your responsibility to oversee their work and ensure they are properly instructed and supervised. It is not mandatory you use these contractors; you can do the work yourself or use tradespersons of your own choice. **Please supply copies of invoices to verify work you have had completed.**

### Your rent must be paid up to the date of vacating.

Final inspections and associated completion of bond refund forms will not be carried out until all moneys are paid and cleared by the bank.

### Vacating time is 12.00 pm

On the day nominated as your vacating date, all keys in your possession must be returned to our office and the property cleaned and left totally vacant of all of your possessions by 12:00 pm.

### Steam clean carpets

If your lease indicates the carpets were steam cleaned prior to the commencement of your lease, it will be necessary for you to ensure the carpets are left in the same condition prior to vacating. Our recommended carpet cleaner is **Frank Devine 0412 049 138**. Frank's work is completed to an acceptable level to our agency; he is competitively priced and trustworthy. A receipt should be obtained for verification.

*We warn against DIY steam cleaners or the use of other contractors whose quality of work is not known. The test is if the carpets are clean, not if they have been steam cleaned.*

*If we are not satisfied the carpets are in the same condition (fair wear and tear accepted) as they were at the commencement of your lease, we will ask for the carpets to be cleaned again at your expense.*

*Book your carpet cleaner early as they may not be able to complete the work on short notice.*

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### **Walls, Ceilings, Skirting & Picture Rails**

All marks, dust and cobwebs must be cleaned from walls, ceilings, skirting boards and doors. Particular attention should be paid around light switches, along hallways and stairways

### **Showers & Bathrooms**

Shower recesses are to be cleaned, mildew removed and shower screens cleaned and clear of streaks. You may need to use a bleach based product to remove mould and another product to dissolve soap deposits. In the event you have a shower curtain, please unhook the curtain and dispose of in the rubbish

### **Kitchen & Laundry**

- All kitchen and laundry surfaces, basins, doors, cupboards, handles and shelves should be cleaned. The tops of cupboards should be wiped over to remove dust and grease, which may have built up over your tenancy.
- Grill, stove elements and ovens should be cleaned. Cook top drip trays and decorative rings, should be cleaned, if necessary with oven cleaner
- Exhaust fans should be washed in hot water or if particularly greasy, should be cleaned with oven cleaner and hot water
- Tile or lino floors must be swept and mopped
- Cockroaches, if present need to be professionally treated. We recommend **Prestige Pest Management 9625 0226**

### **Windows & Mirrors**

All interior windows and mirrors and external windows, which can be safely reached, should be washed and windowsills wiped

### **Blinds & Curtains**

- Venetian blinds need to be wiped free of dust and dirt
- Blind cords need to be free of knots
- Curtains should be washed or dry cleaned – if you think curtains are too frail to be washed, please advise this office

*In the event we need to clean blinds or curtains, this will be completed at your expenses. **Stuart Blinds 9977 2307**, clean venetian & vertical blinds on our behalf. Stuart Blinds charge in the order of \$11.00 per square meter plus a \$55.00 (incl GST) service call to pick up, return and re-install the blinds. Dry cleaning costs for curtains are completed on a do and charge basis*

### **Light fittings**

Light fittings should be dusted and dead bugs removed

### **Rubbish**

All boxes, rubbish and personal possessions are to be removed from premises, garage and common areas. Rubbish bins must be left empty. Rubbish left on nature strips is deemed to be left on the premises. For more information go to the web site of your local council:

[www.manly.nsw.gov.au](http://www.manly.nsw.gov.au)

[www.warringah.nsw.gov.au](http://www.warringah.nsw.gov.au)

[www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au)

[www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

### **Furniture & Fittings**

Any furniture or fittings (refrigerators, microwaves, dishwashers, washing machines, hose fittings, rubbish bins etc) supplied need to be left in a clean, working condition. If they have been broken they must be replaced or repaired. If a refrigerator has been supplied, please ensure both the refrigerator and freezer, are cleaned and defrosted

### **Animals**

If animals have been living in the premises, the property must be professionally fumigated and the carpets deodorized. A receipt should be furnished. Domestic flea and cockroach bombs may be insufficient to rid a property of a major infestation. See details for Prestige Pest Management above

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### **Garages & Paving**

If your property has a garage, carport or parking space, please ensure it has been hosed down and any grease marks treated with degreaser

### **Repairs**

Please report any repairs which you know need to be completed

### **Gardens & Outdoor Areas**

If the property has a garden area, please ensure immediately prior to your departure all lawns and gardens are attended to. In the event there is a lawn mowing service provided with your lease, remember it remains your responsibility to ensure the grounds are left tidy at the time of the inspection

### **Swimming Pools & Spas**

If your property has a swimming pool, please ensure that immediately prior to your departure it has been cleaned and the chemicals balance checked and left at correct levels

### **Drains & Gutters**

Open drains, pits and roof gutters should be cleaned

### **Water Metre Readings**

For any property where you have been charged for water usage, record the water metre reading at the end of your tenancy. Water usage charges will be calculated to the metre reading at vacating.

**After you have vacated and returned the keys to our office** you are invited to attend the final inspection. Depending on the time you return the keys this will normally be completed either in the afternoon or early the next morning. At the final inspection, we will compare the current condition of the property with the "Inspection Report" completed when your tenancy commenced. You will be responsible for the cost of any necessary cleaning or repairs required to return the property to the condition as noted on the original inspection report - taking into account, fair wear and tear.

**It helps if you leave some cleaning products at the property**, a cloth and some Spray & Wipe. In the event there is a minor stain, we can wipe this down at the time of the inspection at no charge to you. In the event there is significant cleaning to be completed and we are required to employ cleaners for the property, you will be charged for this cost at a rate in the order of \$55.00 per hour for a minimum 3 hours.

Some tenants prefer to employ a contract cleaner to do the work after they have vacated. I can recommend to you **David Mullineaux of D & E Cleaning Services 0414 965 789**.

In order to hasten the processing of your bond, we will need your forwarding address. If you want the Office of Fair Trading to deposit your bond direct to your nominated bank account, we will require your bank details.

Please notify **Telstra 13 22 00, Energy Australia 13 15 25, AGL Gas Company 13 16 06** and any other service providers with whom you may have an account located at this property, of your imminent departure. Call these companies immediately in order that the new tenant can establish or transfer their own accounts. By notifying these companies they will account to you up to the final day of your tenancy.

For your own convenience please advise **Australia Post** of your new address and have your mail diverted. This needs to be completed at least 4 days prior to your departure. Similarly advise as many people as necessary of your new address; e.g. Banks, NRMA, insurance companies, schools, employers in the last financial year and news agencies.

**We will not forward mail; our new tenants will be advised to return all unknown mail to sender**

### **References**

Should you require a reference for your next or future rental properties, supply my details to your prospective landlord. We do not provide written references. Any reference we do provide will be based on the periodic inspections completed during the course of your tenancy, your rent payment history and the manner in which you depart the premises.

In anticipation of these items being completed, we thank you for your assistance and take this opportunity to wish you well in your next home.

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