

YOUR VACATE GUIDE



Helping tenants to ensure a prompt Bond Refund

I have:

- Provided my new forwarding address
- Asked for assistance to find an alternative rental property (if required)
- Reviewed my Ingoing Condition Report provided to me at the beginning of my tenancy
- Advised my Property Manager of any potential issues regarding the property's condition
- Arranged the Removalist or assistance to relocate
- Checked to ensure my rental payments are up to date
- Discussed a final inspection date with my Property Manager
- Arranged key handover on or before the vacate date if I cannot attend the final inspection
- Allowed enough time to have the carpets professionally cleaned prior to key handover
- Allowed enough time to have a professional pest/fumigation prior to key handover
- Followed the cleaning guidelines following to ensure nothing has been overlooked
- Pre-booked a professional cleaner (if applicable)
- Arrange a mail redirection and change to mailing address
- Handed back all keys and remotes, handed to me at initial lease sign up and signed for on the key handover sheet, plus any additional keys that I personally had cut
- Ensured that power and services are still connected at the property until after my final inspection is conducted
- Arranged to bring along a few cleaning items to the final inspection (if I am attending) in case I have accidentally missed something
- Allowed additional time after the Final Inspection has been completed, to return to rectify any items in which the Property Manager found not to be compatible with the ingoing report.
- Attended to any issues that were raised at the Final Inspection
- Given the Property Manager the appropriate contact details to reach me to finalize my bond refund
- Checked my emails to accept the Bonds Online, proposed bond disposal
- Arrange the disconnection of utilities accounts including Electricity, Water (if applicable), Gas, Telephone & Internet. Ensure these providers have your forwarding address.