

Vacating Guide

The following information has been prepared to assist you when vacating the property. Please read through each of the items on the checklist below:

- Notify your building manager or caretaker of your intention to vacate
- Arrange disconnection of your telephone, internet and gas supply.
- We ask that disconnection of your electricity is arranged for 3 days after your vacate date so that we can carry out the final inspection on the property
- Arrange re-direction of all mail to your new address
- **If you have setup a direct debit through your bank or DEFT please ensure it is cancelled**

Attendance to cleaning matters prior to our inspection will save considerable time and prevent unnecessary delays in the return of your bond. We strongly suggest you use one of our preferred cleaners:

- 1) **One Touch Cleaning: Rose 0431 4112 458**
- 2) **RNC Cleaning Services: Sam 0455 262 737**

Cleaning receipts, including professional steam cleaning receipts must be provided.

Our cleaners work closely with us to ensure the property is cleaned to a very high standard. They understand what needs to be completed to minimise delays in the return of your bond. We ask that the cleaning has been fully completed prior to your vacating date.

- Ensure all carpeted areas have been professionally steam cleaned.
- All cupboards, shelves, drawers and benches to be cleaned.
- Walls, skirting boards and doors to be cleaned of all marks.
- Stove, griller, oven and exhaust fans (including the bathroom exhaust) will need to be cleaned
- Windows and sills to be cleaned inside and outside where possible.
- Any furniture, curtains or other items included with the property to be returned to original positions.
- Clean venetian blinds and wash curtains.
- All garbage, bottles and rubbish to be removed from the premises.
- The garage and/or storeroom to be cleaned out, free of cobwebs and grease marks removed from car space/garage.
- Bathrooms to be thoroughly cleaned with all mould and soap scum removed from tiles and grouting. Ceiling mould must also be removed. Toilets to be cleaned inside and out, and the bathroom floors to be mopped.
- Lawns and edges trimmed and gardens weeded (this applies to townhouses and houses).

We are unable to conduct the final inspection of the property until all keys and cleaning receipts have been returned to our office. Keys must be returned in person by you or someone on your behalf.

We wish you all the best with your move and should we be able to assist you with future rental properties please do not hesitate to contact our office.

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