

Important Vacating Tenant Information

Thank you for your notification that you will be vacating your property.

We would like to take this opportunity to offer some useful suggestions to help ensure that you receive a full refund of your bond.

Start your cleaning programme early - don't leave everything to the last few days.

The Property Condition Report is a good place to start, as this will be used by us to check the condition of the property now compared with the condition at the start of your tenancy. If you are unable to find your copy, please give us a call and we will be pleased to send you another copy at no cost.

We have listed below some of the more important areas to consider when cleaning the property prior to the final inspection.

EXTERIOR

- Garden beds: Remove weeds, trim edges prune overgrown shrubs and replace any dead or missing plants. Replenish mulch.
- Lawns: Mown as close the date of vacating as possible, edged neatly, including fence lines, retic heads and garden beds. Retic should be operational and set appropriately.
- Paths/driveway/patio: Clear edges, sweep or wash surfaces, remove oil and/or other stains, remove debris.
- Windows: Clean all outer surfaces of windows (leaving no smears or water marks), frames and flyscreens. Remember, either the flyscreen can be removed or the opening window can be lifted out of the frame for cleaning. Finishing off with newspaper removes smears.
- Eaves: May require washing down and cobwebs removed (best to do this before cleaning the windows).
- Light fittings: Clean, check globes and fittings.
- Rubbish bins: Plan early to get rid of all your rubbish and garden refuse. Ensure these are empty and clean when you move out.
- Pets: If you have kept pets, you need to have an appropriate flea treatment carried out at the property.

INTERIOR

- Ceiling and walls: Remove cobwebs, dust, and any marks. We suggest you use non-abrasive cleaners on all paintwork e.g. Spray & Wipe or Sugar Soap, and a damp sponge. Check skirtings (if fitted) and all horizontal surfaces for dust.
- Doors/door frames: Remove dust and any other marks. Use non-abrasive cleaners on all paintwork e.g. Spray & Wipe or Sugar Soap, and a damp sponge.

- Light fittings: Remove dust and wash off insect marks. Check globes are working, wipe marks off light switches and sockets etc. There are often hand marks on the walls around switches.
- Windows: Clean glass, frames, vacuum and wipe out window tracks, clean vertical blinds or venetians, wash or dry-clean curtains. Screwed up newspaper leaves a smear-free finish on all glass.
- Bathroom/toilet: Clean all tiles, glass, cupboards, cabinets, mirrors, taps, floors, shower curtains, soap dishes etc. Toilets especially require thorough cleaning, including behind toilet and under seat etc. Seats can be easily removed for cleaning.
- Kitchen: Remove all chrome racks from oven (including the ones at the side) for thorough cleaning using Oven Clean or a similar product. May also need to be used on grill and top area as well. Clean cooktop and hood/fan (including filters), kitchen cupboards, bench tops, etc. (use chemical not abrasive cleaners).
- Exhaust fans: All have removable covers, which require dust removal and washing.
- Carpets: **It is a condition of your Rental Agreement, that only an approved steam process carpet cleaner may be used and a receipt will be required.** Poor quality carpet cleaning will not be accepted. We offer a choice of recommended carpet cleaners overleaf, **all** use a steam cleaning process.

IMPORTANT

Keys

Please remember that your tenancy ends at 4.00pm on the last day of your agreement. No after hours collections are to be made. Keys are not to be left at the property as they will not be collected.

Cleaning

All cleaning must be completed by the last day of your tenancy, and you should be aware that additional rent will be charged on a per day basis, if further cleaning time is required or keys are returned late. If you are having problems meeting this deadline, please call us and discuss the matter as early as possible. In most cases the property is relet very quickly and there may not be an opportunity for you to return to carry out further cleaning and/or repairs.

Rent

Rent must be paid up to and including the final day of your tenancy. It is an offence under Section 52 of the Residential Tenancies Act of 1987 to withhold rent in the expectation that it may be deducted from the security bond **and is subject to a maximum penalty of \$1000.00**. Please phone our office if you need to confirm the amount of rent due to the end of your tenancy.

Mail

Just Property Management will need your new address and contact number to finalise your bond, this will be requested on your key return envelope when your keys are returned to the office. You should have your mail re-directed by the post office, and/or advise all your contacts of your new address. Mail redirection is not the responsibility of the tenant of Just Property Management.

Pets

If you have had pets on the property at any time during the tenancy you are required to have the property sprayed and checked for fleas by a suitable pest control agency. This must be done by the last day of tenancy and a certificate or a copy of the account supplied when the keys are returned.

Some Useful Names and Numbers

Synergy	131 353
Alinta	131 358
Telstra	132 200

Don't forget to call Synergy, Alinta, Australia Post and your phone service provider to notify them of your vacate date. Ingoing tenants may experience problems connecting if utilities are still connected in your name.

Cleaners:

Green Zone Home Services	9725 1572	0421 473 970
Geographe Distribution (Lorraine)	0468 831 556	
VIP Home Services (Craig & Kerry)	0439 993 352	9729 2431 A/H

Carpet Cleaners:

Springfresh Carpet Cleaning	1800 643 883	0419 908 403
Village Carpet Care	9791 1432	0417 187 386
Country Life Carpet Care	1800 246 404	

Pest Control: For Flea Treatment

Aussie Pest Inspections	9791 7065	0427 198 416
Ausmic Pest Control	9725 7177	0438 257 174