

Tenant Vacating Guide

We understand the challenges of moving house. This **Property Vacating Guide** will assist you in performing all necessary tasks prior to vacating the premises.

RENT

Rent is payable up to and including your vacating date and all keys and remotes are to be returned to our office, prior to close of business on this date. Failure to do so will result in rent continuing to accrue on a daily basis until the keys are received.

FORWARDING CONTACT DETAILS

Please advise Dome Properties of your forwarding address and contact details (*if you have not already done so*).

KEY RETURN

Please return all keys/remotes by 4pm on vacate day to Dome Properties (*any missing keys will incur a charge*).

DISCONNECT UTILITIES

Electricity	Synergy	13 13 53
Gas	Alinta	13 13 58
Telephone	Telstra	13 22 00
	Optus	1300 300 937

REDIRECT MAIL

Post	Australia Post	13 13 18
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CLEANING

To avoid cleaning charges and deductions from your bond, we **strongly** recommend you attend to the following items before vacating the property and returning your keys.

Kitchen

The oven, oven racks, griller and drip trays are to be cleaned of all grease/char and build up from the top, base, walls and racks. Please gently pull the upright stove away from the space and clean behind.

Range hood to be cleaned, including the filters. Ensure the globes are working.

All cupboards to be cleaned inside and out (don't forget the tops of cupboards).

Sink taps and disposal unit (if applicable) to be cleaned and polished with wastes clear.

Walls and tiled areas to be free from grease.

All benches and floors to be cleaned and free from grease.

The dishwasher is to be left clean. Wipe over internal door and remove debris from bottom drainer.

Refrigerator to be defrosted and cleaned, including behind the fridge. **Please leave the fridge on**

Bathroom

Shower recess to be scrubbed, tiles and grouting to be free of all soap residue or mildew. Shower curtain to be washed and/or shower screen to be cleaned.

All plugholes are to be cleaned and free of debris.

Mirrors to be wiped over (all smear marks removed).

All drawers and cupboards to be cleaned.

Toilet to be cleaned thoroughly, including bowl, seat, under seat and cistern.

Laundry

Washing machine and clothes dryer filter to be cleaned out.

Clean under laundry tub and clean plughole.

Cupboards to be cleaned thoroughly inside and out.

General – All Rooms

All exhaust fan covers throughout the property to be removed, cleaned and replaced. Air vents to be dusted.

Split system air conditioner filters to be cleaned

Venetian blinds to be washed and vertical blinds dusted.

All vertical strings to be attached and secured.

Drapes to be washed or dry-cleaned according to fabric instructions, re-hung and missing/broken hooks replaced.

Fly screens to be removed carefully and hosed or brushed to remove dirt/dust (if applicable). Please ensure they are not damaged.

Windows, tracks and window sills to be cleaned thoroughly (inside and outside).

Door, doorframes and cupboards to be left clean and undamaged.

Marks to be removed from walls. Please ensure smear marks are removed.

Built-ins to be cleaned inside and out.

Cobwebs to be removed from ceiling cornices and walls.

All light fittings to be cleaned and free from insects. Any blown globes are to be replaced and fitted.

All floors and skirting boards to be washed.

All ceiling fans throughout to be free from dust.

Clean all mirrors throughout including wardrobe door mirrors.

Furnished Properties

Furniture to be left in clean condition and professionally cleaned if necessary.

All items on the inventory to be accounted for, cleaned and placed back into the location as at the commencement of the tenancy. **All kitchen inventory is to be freshly washed**

All linen (even if they have been stored and not used) including towels, sheets, mattress/pillowprotectors, floor mats and tea towels are freshly and properly washed, neatly folded and put away as per the condition of these items at the commencement of the tenancy. Please ensure the cover for the bedding (ie. doona) and pillow cases are freshly and properly laundered and pressed to a professional standard upon the vacation of the tenancy. All doona inserts to be laundered.

Carpets

Carpets are to be professionally steam cleaned by a contractor approved by the Agent and a receipt supplied upon return of the keys.

Pest Control

If pets have been kept on the property in accordance with your lease agreement, you must have the property professionally treated for fleas/pests inside and out and a receipt supplied upon return of the keys.

Outside Areas

Lawns to be mowed and edges trimmed. Please remove all leaves and clippings.

Flower beds and pebble areas to be weeded and left neat and tidy.

No rubbish or cigarette butts to be left in the gardens or around the property.

All garbage bins to be emptied and washed clean.

Driveways, carports, garages and any concrete areas to be free from oil and grease stains.

Garage floor area to be swept and cobwebs removed.

Cobwebs to be removed from outside eaves, awnings and ceilings.

Pool and spa to be cleaned, vacuumed and any corrections made to the pH factor level.

Pool equipment to be in accordance with the property condition report and for security reasons must be stored in the garage at the time of vacating.

Damage

If you are considering correcting any damage, it would be expected the result to be to a professional standard.

CONTRACTORS

We have found the following contractors to be of a suitable standard should this be of assistance to you.

Carpet Cleaning

Fullworks

Kim – 0415 814 427

General Maintenance

PMK Services

Paul Kettle – 0401 829 206

General Cleaning

Fullworks

Kim – 0415 814 427

Wall Cleaning / Painter

Harrys

0421 954 809

Lawns and Gardens

Green Acres

Jason – 0424 706 889

Locksmith

Mobile Locksmith

0404 000 781

Thank you for your cooperation.